

# CLLOUD COUNTY COMMUNITY COLLEGE

## Administrative Position Job Description

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**Position Title:** Information Technology Technician

**Reports To:** Information Technology Director

**Type of Contract:** Professional Services

**Length of Contract:** 12 Months

**Date of Position Description:** April, 2007

Administration may change the duties at any time.

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### **GENERAL NARRATIVE DESCRIPTION OF THE POSITION:**

The person holding this position will be responsible for providing technical support for and advice on the inter-institutional and extra-institutional computer networks. The goal of the position is to provide effective, flexible, coordinated computer, network, and information services to all authorized users within the fiscal constraints established by the institutional budget. The person holding this position must have excellent interpersonal/communication skills. A valid driver's license is required.

### **RESPONSIBILITIES:**

The Information Technology Technician will:

- ❖ Carry out, effectively and efficiently, the duties and responsibilities that are appropriate to this administrative position. Such duties may include, but are not limited to, development and maintenance of appropriate budgets, supervision and development of personnel, collection and dissemination of data and information, communication with the College community and the community-at-large, participation in appropriate committees and work groups, planning and decision making, application of institutional, governmental, and other policies and regulations, and the completion of other administrative responsibilities as appropriate or as assigned;
- ❖ Assist with the development, technical support, troubleshooting, repair, and advisement for the internal institutional telecommunications, computer and information systems, including hardware, software, topologies, protocols and setting;

- ❖ Apply systems analysis techniques and procedures to determine hardware, software, or system functional specifications;
- ❖ Give input on the design, documentation , testing, creation, or modification of computer programs related to machine operating systems;
- ❖ Coordinate with the Department of Building, Grounds, and Transportation for the installation of the physical components of the institutional networks;
- ❖ Support and provide technical assistance for institutional participation in extra-institutional networks such as the Internet, etc.;
- ❖ Support and provide assistance to system administrator in regard to Microsoft networking, active directory, and exchange servers.
- ❖ Be the main point of contact for all desktop hardware and software issues.
- ❖ Support and provide technical assistance at the Geary County Campus in Junction City, Kansas. Weekly and emergency travel to the Geary County Campus will be required.
- ❖ Administer the Geary County Campus network including active directory, permissions, backups, disaster recovery, monitoring, event logging, installation of network hardware, desktop support and provide accurate documentation.
- ❖ Support Geary County Campus telecommunications infrastructure.
- ❖ Overnight travel may be required.
- ❖ Assist in the development of institutional policies, procedures and standards pertaining to computer-based technology and its uses.
- ❖ Interact cordially with coworkers to accomplish common tasks; and
- ❖ Performing other duties as assigned by the Information Technology Director.

**Cloud County Community College offers a complete benefits package to all full-time administrative personnel including:**

- Health care coverage for employees and eligible dependents (up to \$728.36 paid monthly for single coverage by the college toward premium cost)
- Paid holiday leave - approximately 24 days of holiday leave

- Paid sick leave – 10 days annually, accumulates to 100 days total
- Paid vacation leave – earned at a rate of 13.34 hours per month, accumulates to 30 days total
- Retirement coverage through the Kansas Public Employees Retirement System (KPERS)
- Free CCCC tuition for employee, spouse, and minor dependents
- Free pass for employee, spouse, and immediate family members to most college sponsored events
- IRS Section 125 cafeteria salary reduction plan to purchase nontaxable health insurance, medical expense reimbursement, and dependent (child) care reimbursement (AFLAC)
- Free use of the Fitness Center