

GRAYSON COUNTY JOB POSTINGS

EQUAL OPPORTUNITY EMPLOYER

Persons with disabilities are encouraged to request assistance during the application process. Please call the Human Resources Dept. at 903-813-4091 to request the assistance.

	Date Posted: August 24, 2022 Closing Date: Open Until Filled Positions Open: 1
Position:	Information Systems Manager – Level III
Department:	Information Technology
Salary:	\$40,000 Annually
Duties:	<p>Responsible for assisting Information Systems Managers in the day-to-day maintenance management of the County Information Systems and Network Communications Backbone. Responsibilities include but not limited to:</p> <ul style="list-style-type: none">• Working daily help desk tickets as assigned.• Assisting in ensuring Information Systems and Information Systems related peripherals are operational and facilitate troubleshooting, repairs and replacements in a manner that minimizes user down time.• Complete hardware and software updates as needed.• Assisting in receiving new equipment and facilitating timely setup, operational check out and distribution to users as required.• Daily troubleshooting user issues and replacement of hardware when deemed necessary. <p>Normal Office Hours: Monday – Friday, 8:00 a.m. to 5:00 p.m. Periodic 24/7 on-call for emergency support.</p>
Qualifications:	<ul style="list-style-type: none">• High school diploma or GED.• Must have a combination of Information Technology related education, technical training and experience.• Must have a Minimum of 2 years current experience in the Information Technology field to include Information Technology related equipment maintenance.• Experience in current Windows Desktop Operating Systems to include but not limited to Windows 10 & Windows 11.• Experience in all areas of Microsoft Office Suite desktop publishing software.
Requirements:	<ul style="list-style-type: none">• Must have a valid driver's license.• Must have reliable transportation with valid insurance.• Must complete a pre-employment drug screen.• Must be able to pass a background investigation.• Must work effectively with managers and users at all levels.• Must be able to perform occasional light to medium physical labor that includes lifting 35 – 40 pounds, crawling and climbing.• Must be willing to travel within the County.• Must be willing to work weekends and afterhours if necessary.
Benefits:	Excellent benefits including employer paid health insurance, vacation, sick leave, paid holidays, and retirement plan.