

# Current Job Opening

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## Knox County Health Department

### Information Technology Administrator

The Knox County Health Department is seeking an Information Technology Administrator to independently utilize established guidelines and instructions to provide IT support to the agency. The responsibilities of this position will include but not be limited to: evaluate agency IT needs and develop new approaches; identify IT and software needs; monitor and control computer and peripheral data processing equipment; monitor the system for failure and errors and develop applied programs; prepare reports as needed; participate in long range planning for IT and monitor progress on the IT plan; Represent agency at selected meetings related to IT; Ensure agency has capacity for Emergency Response and Data Recovery; Conducts special projects, participates in project development and securing data; monitors and ensures continuity of IT inventory, contracts and service agreements; comprehend an extensive variety of technical material; collect data and define problems; audit and test network equipment and infrastructure for security related issues; maintain and upgrade anti-virus software and definitions; ensure that backups are running correctly and are being properly maintained assures program quality and compliance through necessary evaluations and audits.

Requirements of this position are Associate's degree in computer science, information systems or other related field required. Possession of a professional license or certification required for the position may be substituted for a degree. Three to five years' relevant experience required. Individual needs to possess ability to work autonomously, work with a variety of community partners, excellent communication skills, and computer skills.

This position is full-time (40 hours) with normal hours M-F 8:00 a.m. – 4:30 p.m. (Hours may vary) and include occasional evenings and weekends. Benefits include paid holidays, vacation, sick time, personal leave, and retirement; health, dental, and vision insurance available. Interested applicants should submit their application for employment and resume to Human Resources, Knox County Health Department, 11660 Upper Gilchrist Road, Mount Vernon, OH, or email to [resume@knoxhealth.com](mailto:resume@knoxhealth.com) by December 15, 2017.

*The Knox County Health Department is an Equal Opportunity Employer Provider.*

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The Knox County Health Department regularly accepts resumes which are kept on file for one year from the date received. Resumes can be sent to:

Human Resources  
Knox County Health Department  
11660 Upper Gilchrist Road  
Mount Vernon, OH 43050

Resumes can also be sent via email to: [resume@knoxhealth.com](mailto:resume@knoxhealth.com)