SAN JUAN COUNTY
JOB DESCRIPTION

Job Title: Information Systems Technician	Salary: $62,323.00-$93,484.00
Department: Information Technology	
Effective Date: March 24, 2025	
Revision Date:	FLSA Status: Non-Exempt

General Purpose

Under general supervision of the County Administrator, performs routine and technical computer support work associated with maintaining hardware, software, and related technology for county departments. Coordinate information systems with the county contracted vendor.

Supervision Received

Works under the direct supervision of the County Administrator..

Key Responsibilities

- Maintain integrity and continued operation of county computers and related peripheral equipment.
- Install and upgrade software and hardware.
- Configure network switches and monitor network connectivity between county sites; diagnose and resolve network connectivity problems and errors; configure computers and other equipment to connect and operate on the county network.
- Configure and monitor daily backups of various systems.
- Diagnose problems and repair computers, printers, routers, network switches, servers, and related equipment.
- Transport computer hardware and equipment to other county locations.
- Help maintain county data.
- Help manage and maintain database servers and related databases.
- Help oversee daily operation of county computer equipment.
- Provide hardware and software support for servers, computers, printers, copiers, telephones, monitors, keyboards, mice, speakers, print servers, copiers, folding/sealing machines, scanners, wireless access points, switches, firewall, web filter, internet, etc.
- Update and reboot equipment.
- Ensure effective utilization of physical facilities, hardware, and software.
- Reassign computer hardware by relocation and/or surplus.

- Assist in the development, maintenance,security, training and implementation of IT policies and procedures. Assist in selecting and ordering IT equipment.

Minimum Qualifications
Education and Experience

Graduation from college with an Associate degree in computer science or closely related field and two (2) years of work experience performing above and related duties; specific computer system experience and software management is preferred.

*An equivalent combination of education and experience may also be considered.

Required Knowledge, Skills and Abilities
- Interrelationships and functions of various county departments and flow of data.
- Basic database management and concepts.
- System design concepts.
- Computer networking concepts.
- Network devices and components including firewalls, routers, switches, wireless access points, fiber optics, network cabling, etc.
- Hardware devices and components including servers, computers, printers, copiers, scanners, etc.
- Backups, media, data, security, and threats.
- Website configuration, maintenance, and updates.

Special Qualifications
- Must possess a valid Utah drivers license.
- Must be at least 18 years of age.

Work Environment
Regularly sits at a desk; walks, stands, or stoops, uses tools or equipment requiring a high degree of dexterity; works for sustained periods of time maintaining concentrated attention to detail. Occasionally lifts, carries, pushes, pulls or otherwise moves objects weighing up to 25 pounds. Work is performed in an office or other environmentally controlled room; work required frequent contact with the public which exposes incumbents to others' illnesses and to individuals that may be angry, agitated, or otherwise upset. Position requires driving to different locations throughout the County as needed. We are an equal opportunity employer and encourage women, minorities, and the disabled to apply.