

IT Technical Job Classification

IT Job Title: IT Technical Specialist

State Job Title:

Classification: C980

Pay Grade:

Job Summary

Responsible for advising the planning, budgeting on hardware and software contracts. A specialist in negotiating contracts, selecting vendors and long and short term planning. Reviews and edits contracts.

Essential Duties:

- Plans and develops hardware software long range IT Planning
- Keeps abreast of new technology and advises the CIO on same
- Helps develops annual operating budgets for his or her department in the area of Hardware and software
- Keeps the Contract file updated and informs the CIO on termination or renewal of All software and hardware contracts
- Has strong personal skills to work with other department heads within IT
- Performs other duties as required

Education

This is a management and administrative position and requires a four year degree in Computer Science and Networking.

Experience

Requires a minimum of 3 to 5 years of experience working experience with the installation and Maintenance of computer hardware, software and networks. Knowledge of computer and network, server, operating systems is must.

Leadership

None