



LOCATION: Tillamook, Oregon
DEPARTMENT: Administration

JOB TITLE: IT Coordinator
Addendum to Utility Clerk

PURPOSE OF POSITION: To assist the employees with their IT needs.

ESSENTIAL JOB FUNCTIONS: Promptly respond to employee requests for IT issues. Submit work orders to IT contractor via the online helpdesk and/or over the phone. Hold monthly meetings to discuss issues with the IT contractor. Works with the City Recorder and IT contractor to determine the City's IT needs.

JOB QUALIFICATION REQUIREMENTS: Basic to intermediate knowledge of software used by the City, virus prevention, maintenance procedures, and troubleshooting methods. Knowledge of office procedures and practices, use of office equipment, word processing software, etc. Ability to work under stress and diffuse potentially volatile situations. Must be well-organized and self-motivated to meet deadlines and assist in bringing staff workstations back online, have good interpersonal and communication skills.

SPECIAL PHYSICAL REQUIREMENTS: Duties involve moving materials weighing from 10-50 pounds during hardware changes. The employee is required to infrequently crawl under desks or tables to route and organize cables or other computer hardware.

SPECIAL REQUIREMENTS/LICENSES: Valid driver's license for field office IT maintenance. Evidence of High School education or equivalent.

DESIRABLE REQUIREMENTS: Previous IT experience. Training or education related to network maintenance or similar IT subjects.

SUPERVISION RECEIVED: IT needs reported to the City Recorder.