

Northwest Missouri Regional Council of Governments

Technology Coordinator

Effective Date: February 2012

Position: Technology Coordinator

Employment Status: Part-time, Non-exempt, internship-eligible
Not to exceed 10 hours/week

Salary Range: \$8.50/hour

Position Summary: Position is responsible for managing all information technology resources of the Northwest Missouri Regional Council of Governments.

Essential Functions*:

*This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Staff members will follow any other instructions, and perform any other related duties, as may be required by the Executive Director.

Primary Responsibilities

- Maintain organization network running Microsoft Small Business Server. The Regional Council possesses over a dozen computers that run Windows XP or Windows 7, in addition to printers and wireless routers, connected to a single server. Individual will be responsible for construction, update and maintenance of agency websites.

Secondary Responsibilities

- Supervise and manage the backup system.
- Monitor and troubleshoot off-site exchange server with third-party consultant.
- Troubleshoot various computer-related issues, including printer issues.
- Research and recommend technology purchases for the Regional Council.
- Recommend upgrades and enhancements to individual computer systems and network, including anti-virus, firewall, and software upgrades.
- Assist staff members with general software and technology issues.

Other General Duties

1. Assist other staff members with projects, programs, and goal completion.
2. Remain knowledgeable of other staff member projects and policies of the Regional Council as a whole.

Minimum Qualifications: Education: Currently enrolled in a computer science, digital media, website design or related degree program.
Experience Level: Junior or Senior standing, or Graduate Student
Computer: Intermediate to advanced computer skills, including advanced proficiency with Microsoft Office suite. Experienced with networking hardware and software, website design, anti-virus/anti-spam, hardware upgrades and general software maintenance.
Other: Valid driver's license and auto insurance. Must provide own reliable transportation (mileage reimbursement provided for work-related travel). Must be legally eligible for employment in the United States.

Skills and Abilities: Website design experience is required and a design portfolio must be available for review. Proper interpersonal communication is paramount. Ability to communicate and assist staff members with computer issues is required. Punctuality, attention to detail, and a strong work ethic are expected.

Internship Credit: The Regional Council is willing to participate in Northwest Missouri State University's Internship program.

Work Environment: 100% of time spent in temperature-controlled office.

Application Procedure:

Applicants should submit a letter of interest and professional resume in Microsoft Word or Adobe PDF format, as well as link(s) to website(s) designed / constructed by the applicant, as an email attachment to Tye Parsons, Executive Director, at tye@nwmorcog.org. Application deadline is January 27th, 2012. EOE.