

HOSPICE OF THE NATURE COAST
A program of Hospice of Citrus County
POSITION POSTING
July 1, 2010
2010-085

Hospice of the Nature Coast is currently seeking to fill a vacancy for a
IT Support Technician
High Springs
FT/Mon-Fri

POSITION SUMMARY: Based out of the High Springs, FL office this position is responsible for providing a wide variety of general and specialized administrative services and computer support.

Core Responsibilities Include:

1. Installs, and maintains workstations and Microsoft Desktop Operating systems
2. Modifies hardware and software under the direct supervision of the IT Manager
3. Provides service desk response for problem resolution or referral, and incidental training to system users
4. Provides technical services as a member of a project team

Other Responsibilities/Functions:

1. Documents and maintains service desk logs, and assists with inventory control functions
2. Diagnoses hardware, software or operational problems with desktop computer systems.

Minimum Knowledge, Skills and Abilities:

1. Graduation from an accredited technical college or university with an Associates Degree in Microcomputer Support Specialist, Microcomputer technician Repair and service, Computer Information Systems/Microcomputer Specialist or closely related field and at least two years of paid experience installing and maintaining workstation products and software or an equivalent combination of education training and experience.
2. Proficiency in Microsoft Office Suite products.
3. Experienced in a network computer environment and able to multi-task.

SPECIAL DEMANDS/PHYSICAL REQUIREMENTS:

The position may require infrequent heavy lifting. Normally such lifting will involve, but may not be limited to, the lifting of computer equipment and related items. Additionally, the position may require a considerable amount of time driving a motor vehicle in connection with on-the-job requirements. Must have reliable form of transportation.

This organization conducts pre-employment drug testing and employees may be asked to take a test to determine the presence of drugs, narcotics or alcohol if there is reasonable suspicion that the employee is using or has used drugs in violation of Hospice policy.

Qualified candidates may obtain an application at any Hospice of Citrus County / Hospice of the Nature Coast locations or online at www.hospiceofcitruscounty.org or www.hospiceofthenaturecoast.org.