

POSITION OPENING

Information Technology Coordinator, Full-Time

Job Posting Date: October 27, 2020

Application Deadline: March 12, 2021

Mid-Michigan District Health Department has an opening for a **full-time Information Technology Coordinator** to provide public health services based on the core competency and essential functions of public health. This position's base has yet to be determined and will be expected to work district wide.

General Description of Responsibilities:

This is a professional level position providing leadership and coordination for complex multi-user agency network/hardware operating systems including evaluation, design, installation, configuration, maintenance and technical support. The employee has responsibility to facilitate use of the systems as well as to act as liaison between the organizational divisions of the agency. This position must have general knowledge of all Information Technology (IT) functions. The employee must exercise considerable independent judgment in fulfilling the responsibilities of this position.

Qualifications:

- Possession of a Bachelor's Degree in computer science, information systems, or a related field; or the equivalent in terms of work experience and/or education.
- A minimum of two (2) years of professional information technology experience in the public or private sectors.
- Possession of a valid Michigan vehicle operator's license and personal transportation, and ability to travel as required.

Starting hourly rate - \$25.17.

Competitive benefit package.

Qualified applicants may submit a cover letter and resume along with a completed employment application that may be downloaded from our Agency website at www.mmdhd.org under – About MMDHD/Careers and send to: Mid-Michigan District Health Department, Attn: Human Resources, 615 N. State St., Suite 2, Stanton, MI 48888 or e-mail: hr@mmdhd.org by March 12, 2021. EOE.