

**CLINTON OFFICE**

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Saint Johns, MI 48879-9036
(989) 224-2195

GRATIOT OFFICE

151 Commerce Dr.
Ithaca, MI 48847-1627
(989) 875-3681

MONTCALM OFFICE

615 N. State St.
Stanton, MI 48888-9702
(989) 831-5237

POSITION OPENING

Information Technology (IT) Specialist**Full-time****Job Posting Date: July 14, 2022****Application Deadline: Accepting applications until position is filled.**

Mid-Michigan District Health Department has an opening for **full-time Information Technology (IT) Specialist**. Base location will be in the **Clinton Branch Office (St. Johns)** and will be expected to work district wide. This position will work under the supervision of the Administrative Services Supervisor.

General Description of Responsibilities:

This is a professional level position assisting in the general Information Technology needs for the agency. The employee will provide support in the maintenance a complex multi-user agency network/hardware operating system and provide technical assistance and support to end users. This position should have general knowledge of Information Technology (IT) functions. Excellent communication skills are required in aiding end users. The employee is responsible for assisting in the maintenance and monitoring of the communication platforms which includes digital and analog communication circuits, cell phone, remote access, Wide Area Network (WAN) and messaging platforms. The employee must exercise independent judgment in fulfilling the responsibilities of this position.

Qualifications:

- Bachelor's Degree with courses in computer science or related field; or the equivalent in terms of work experience and/or education.
- Minimum of two (2) years of experience with data processing systems.
- Possession of a valid Michigan vehicle operator's license, own transportation and ability to travel as required.

Starting Hourly Wage – \$23.85

Competitive benefit package includes 13 ½ paid holidays, sick and vacation leave after 30 days, defined benefit retirement plan and health insurance plan that currently offers a zero-dollar employee contribution just to name a few.

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 until position is filled. EOE.