

# \*\* EXTERNAL POSITION OPENING \*\*

## IT/MIS TECHNICIAN



Rate of Pay: DOQ  
Location: Thief River Falls, MN  
Opens: October 20, 2023  
Closes: Until Filled

### **POSITION OBJECTIVES**

Under the general supervision of the General Manager, the IT/MIS Technician maintains, repairs, and troubleshoots desktop hardware and software packages; and also supports and maintains various technology systems. The ideal candidate will be able to work diligently and accurately and will possess problem-solving skills in order to fix issues and ensure functionality.

### **DUTIES AND RESPONSIBILITIES**

- Install computer software and hardware. Troubleshoot, identify and repair technology equipment.
- Assist with the coordination of purchases pertaining to computer software and hardware, telephone and other technology systems.
- Assist with maintaining data integrity and confidentiality on computer information systems. Assist with maintaining and monitoring reliable back-ups to prevent loss of information.
- Communicate with associates across the organization, management specialists, technical personnel and/or vendors to assist with problem solving and to ensure that technology needs are met for the streamlined success of projects.
- Coordinate needs with individual departments and other duties as assigned.

### **PREFERRED MINIMUM QUALIFICATIONS**

- Two-year certificate from college or technical school with a focus in Information Technology.
- Related experience with IT support, VOIP phones, Property Management Systems, POS Systems preferred with demonstrated abilities in providing support to end-users. On Call as needed.

### **SEND COMPLETE RESUME TO**

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