



LAKE COUNTY GOVERNMENT CENTER  
2293 NORTH MAIN STREET  
CROWN POINT, IN 46307

**(Internal / External)**

**Department: Lake County Health Department**  
**2900 W. 93rd Avenue**  
**Crown Point, IN 46307**

**Job Title:** Information Technology Technician / **Health First Indiana**

**Reports to:** Administrator

**Provides direct supervision to the following job titles:** None

**Salary: \$80,170.00 (Annually)**

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**Duties and Responsibilities:**

- Department Website design and management
- Department Facebook page management
- Department network management
- Maintain and expand Departments' GPS/GIS system
- Install new software, upgrade, evaluate and install patches to resolve software related issues
- Train and support staff for the purpose of implementing technology within the Department
- Provide additional staff development as needed
- Trouble-shoot software and hardware problems
- Update\replace\install existing computer related equipment
- Perform system back-up and restore files on computers during repairs and new computer installation
- Assists Department staff with development of virtual health education programs
- Accept other duties as assigned by the Administrator or designee
- Complete and comply with all required trainings annually

**Skills and Qualifications:**

- Good problem-solving skills for interpreting and determining the best way to resolve each problem. Critical thinking required for solving staff IT issues
- Must have adequate patience for interacting with staff to establish accurate details necessary for problem solving
- Good communication skills for accurately understanding staffs' concerns and for providing effective training
- Knowledge of commonly used concepts, practices and procedures in the technology field
- Must be able to physically install servers, hardware, peripherals, etc.

**Education Requirements:** Bachelor degree / IT-Information Technology (*preferred*)

**Physical Effort and Work Environment:**

- Incumbent performs duties in a standard office environment and in the field involving sitting for long periods, sitting/walking at will, lifting/carrying objects weighing under 25 pounds, close/far vision, and color/depth perception, keyboarding, reaching, crouching/kneeling, driving, and speaking clearly, hearing sounds/communication and handling/grasping/fingering objects. Incumbent maintains contact with the public and may be exposed to irate/difficult persons.
- Incumbent occasionally works extended hours, evening and/or weekends and occasionally travels out of town for meetings/conferences, sometimes overnight.

**All resumes and applications must be sent to the Human Resources Department of Lake County**

**Attn: Human Resources  
2293 North Main Street  
Crown Point, IN 46307**

**“\*Applications are located on the 3rd floor of the Government Center in the Human Resources Department\*”**