



Systems Support Specialist

Bolingbrook Park District

Contact Name: Bill Oetzel

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Closing Date: 2023-01-08

Salary: \$19.87-\$22.35

Description:

JOB SUMMARY:

Under the direction of the Systems Support Manager, responsible for the support of all information system resources including but not limited to computers, networks, telephones, cell phones, and peripherals. Support the implementation of information systems and telecommunication technologies. Tasks include end user support, license tracking, documentation, PC maintenance and repair, upgrades and configurations.

EDUCATION and EXPERIENCE:

Associate degree in related field with one or two years of full time computer experience supporting Microsoft Windows and Microsoft Office products on desktop/laptop PCs or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

Microsoft Certification a plus!

KNOWLEDGE, SKILLS, & ABILITIES:

Working knowledge of Microsoft Window and Microsoft Office products.

Working knowledge of iOS and Windows Server a plus.

Ability to provide excellent customer service to internal and external customers.

Experience troubleshooting hardware, software and printer related issues.

Experience installing software, patches, and updates desktop and laptops and troubleshooting basic network issues.

Strong communication, interpersonal and analytical skills.

Ability to work responsibly with minimal supervision.

HOURS:

Generally 10am to 6:30pm, Monday through Friday. During summer months, a combination of weekdays and Saturday. Hours could be adjusted based on the needs of the organization. Due to the nature of this position it is sometimes necessary to work additional hours and weekends as the park district operates 7 days a week.

FLSA: This is a full time, year round, hourly, non-exempt position.

BENEFITS INCLUDE: Health, medical and dental plans and IMRF retirement fund. Free use of Lifestyles Fitness Center and Pelican Harbor Aquatic Complex and discounts on programs.

Please include resume with application.

https://www.appone.com/MainInfoReq.asp?R_ID=4422733&B_ID=83&fid=1&Adid=0&ssbgcolor=273A5B&SearchScreenID=18945&CountryID=3&LanguageID=2