



## **Support Specialist, Full-Time, IMRF (Pension)**

Park Ridge Park District

**Contact Name:** Eileen O'Leary

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**Closing Date:**

**Salary:** 26.21/hour +DOQ

### **Description:**

Description: The Park Ridge Park District has an exciting opportunity for a Full-Time Support Specialist to join our staff! This is a newly created position in our Information Technology Department. We are seeking an individual who is passionate about technology and helping others utilize it more effectively. The ideal candidate would be a motivated self-starter with excellent communication skills and a strong knowledge of technical support systems with the willingness to learn additional software and systems as needed. This position requires a commitment to superior customer service while remaining task-focused and purpose-driven while managing assignments.

Under the direction of the Information Technology Manager, the selected candidate will work in various aspects of the Information Technology Department, and will serve as the first level of support for our recreation registration software, in addition to technical end-user support of other District hardware/software.

Qualifications: Two or three years of occupationally specific training beyond high school or an Associate's degree, one to two years of software application management and training, advanced level of written and verbal communication in the English language, strong customer service and interpersonal skills, and advanced skill in Microsoft Office software.

Benefits: We offer a generous health plan effective the first day of employment in addition to many other benefits including a pension through IMRF. Our employees enjoy a multitude of facility benefits valued up to \$6,000.

View Full Job Description and Apply:

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