

Lavaca-Navidad River Authority

Job Description

Job Title: Information Technology Summer Help
Department: Information Technology
Reports To: Senior System Administrator
FLSA Status: Non-exempt
Salary Range: \$8.00 - \$12.00 per hour
Prepared By: Human Resource Manager
Approved By: General Manager
Approved Date: June 2022

Summary

The incumbent of this position is responsible for assisting in the information technology department. This is a temporary summer position.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Provide Level 1 technical support to LNRA employees.

Assists with the installation of IT infrastructure, including but not limited to: desktops, laptops, tablets, cell phones, peripherals, printers, various network appliances and cabling.

Assist with collection and documentation of information related to IT equipment.

Assist LNRA IT personnel as needed.

Comply with LNRA Safety Manual.

Supervisory Responsibilities

This job does not include supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School Diploma, GED or equivalent certification or military experience. Interest in continued demonstration in learning new technologies and evolving own capabilities.

Language Skills

Ability to communicate in the English language both orally and written.

Mathematical Skills

Basic math skills.

Reasoning Ability

Basic reasoning ability skills.

Computer Skills

General knowledge of personal computer hardware and software, mobile devices, AV Equipment, wired and wireless networks systems. Ability to troubleshoot software and hardware issues. Willingness to learn new technologies.

Certificates, Licenses, Registrations

Valid Texas Driver License. Insurable driving record.

Other Skills and Abilities

Ability to comprehend and carry out written or oral instructions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to walk and climb or balance. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.