

Lavaca-Navidad River Authority

Job Description

Job Title: Information Technology Summer Help
Department: Administration
Reports To: Senior System Administrator
FLSA Status: \$8.00 - \$12.00 per hour
Prepared By: Human Resource Manager
Approved By: General Manager
Approved Date: February 2024

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.

Assist LNRA IT personnel as needed.

Comply with LNRA Safety Manual.

Supervisory Responsibilities

This position 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

Currently enrolled in high school or college.

Language Skills

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

Mathematical Skills

Basic math 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.

Reasoning Ability

Basic reasoning ability skills.

Certificates, Licenses, Registrations

Valid Texas Drivers License. Insurable driving record.

Other Skills and Abilities

Ability to comprehend and carry out written or oral instructions. Must have interest and/or experience in the Information Technology field.

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 frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must frequently lift and/or move up to 50 pounds. The employee must be capable of climbing a ladder to a minimum of 50 feet; climbing a minimum of one flight of stairs on an intermittent basis; and open and close wire and metal gates. Specific vision abilities required by this job include close vision, distance 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 wet and/or humid conditions; moving mechanical parts; high, precarious places and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually loud.

Tools and Equipment Used

While performing the duties of this job, the employee is frequently required to operate the following equipment:

Automobile, light trucks and trailers, testing equipment, computer, calculator, copy machine, telephone, pager, and two-way radio.