Oak Brook Park District
Oak Brook Park District **Job Description**

Job Title: **Information Technology Assistant**
Classification: **Part-time, Non-Exempt**
Department: **Marketing**

SUMMARY:
The Information Technology Assistant is responsible for assisting the Superintendent of Communications and IT on all areas of IT for the Park District. The Information Technology Assistant provides information technology support to 65+ users, 8+ servers, and 50+ workstations, by administering, supporting and troubleshooting hardware and software which comprises the District's website, intranet and internet computer networks.

SUPERVISORY:
The Information Technology Assistant reports to the Superintendent of Communications and IT.

ESSENTIAL JOB DUTIES:
- Assist with inventory, repair, maintenance and replacement of all district technology equipment
- Provide support to users on computers, printers, networks, wifi, telephones, cell phones and software applications
- Assist with the administration of all aspects of the IT & accomplish job assignments with a minimum amount of supervision
- Install, remove, and move computers, servers, printers and cabling when necessary
- Responsible for regular cleaning and maintenance of desktops, printers and all other technological equipment
- Maintain an inventory of all IT equipment
- Assist with website updates and maintenance
- Support the District's safety initiative including adhering to policies and procedures, performing your job in a safe manner, attending required training, seeking additional training as needed, promptly reporting accidents/incidents, and proactively addressing hazards in the workplace.
- Focus on welcoming diversity, encouraging inclusion and creating equity for all.
- Perform the job in a safe manner and in compliance with the District policies, procedures, work and safety rules and the employee handbook

MARGINAL FUNCTIONS:
- Assist Recreation Department with Special Event programs. Attend any Special Events that require IT support
- Attend staff meetings as necessary
- Represent the Park District at various public functions
- Perform other duties as assigned

PSYCHOLOGICAL REQUIREMENTS:
- Ability to work independently in day-to-day operations
- Ability to work in a team atmosphere
- Ability to work effectively in a climate of political assertiveness and interaction, requiring timely administrative responsiveness and flexibility
- Must be able to function effectively in a fast-paced environment
- Must be able to deal with people under stressful and demanding situations

Revised 11/17/21

- Ability to maintain positive and effective working relationships with department heads, supervisors and other staff members

PHYSICAL REQUIREMENTS:
- Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, reaching and sitting.
- Visual and hearing acuity to perform job-related functions
- Drive motorized vehicle to travel to different locations
- Ability to spend up to 50% of work time reading and up to 90% of work time sitting at a computer terminal
- Perform lifting tasks up to 50 pounds. Loads over 50 pounds must be lifted with mechanical assistance or assistance from others.

ENVIRONMENTAL CONSIDERATIONS:
- General work area is indoors, in a smoke-free environment, with controlled temperature and fluorescent lighting.
- Information Technology Assistant may be required to use Personal Protective Equipment/Clothing when performing certain functions of the job. Personal Protective Equipment/Clothing may include, but is not limited to: earplugs/ear covers, safety goggles/glasses, leather type work boot, and protective gloves.

HOURS:
The Information Technology Assistant is a part time position working a maximum of 12 hours per week. The preferred scheduled work hours for this position are two days a week, 9:00 am to 2:00 pm, with some night/weekend hours for occasional projects.

EDUCATION, EXPERIENCE AND TRAINING:
- Associate's Degree in Data Processing, Information Technology preferred; or related field with a minimum of one (1) year experience, or currently enrolled in a college or university studying Computer Science, Information Technology; or related field
- Minimum of one (1) year experience or any equivalent combination of education, experience and training
- Experience working help desk, troubleshooting computers, Wi-Fi and networking issues, as well as knowledge of patch panels and network/server infrastructure
- Excellent problem solving, communications, organization, and customer service skills
- Valid Illinois State Driver's License (Class D)

The Oak Brook Park District is an Equal Opportunity Employer