



Job Title:	Information Technology Specialist	FLSA:	Non- Exempt
Department/Group:	IT	Reports To:	Director of MIS
Location:	Maysville	Travel Required:	Yes
Position Type:	Part Time		
HR Contact:	Mary Breeze	Date posted:	
Will Train Applicant(s):	Yes	Posting Expires:	-----
Job Description: All job responsibilities are in conjunction with or assigned by the Director of Management Information Systems.			
Applications Accepted By:			
Drop off at Comprehend Office 611 Forest Avenue Maysville KY, 41056		Email: mbreeze@comprehendinc.org	
Job Description			
Role and Responsibilities			
<ul style="list-style-type: none"> Analyze and make recommendations concerning hardware, software, staffing, and other resources to meet the company's computing needs and ensure the technical validity of all computer work performed. PC/Laptop hardware and software technical assistance, training, support & research PC/Laptop h/w & s/w installation, trouble-shooting, and maintenance Develop and maintain asset inventory for both hardware and software computer systems and advise Director of MIS regarding equipment rotation Assists in designing reports and data base applications for the purpose of providing personnel with information customized to their specific needs. Design, maintain, update, and manage the organizations website using a combination of design and technical to make them aesthetically pleasing, functional, interactive, and easily navigable. Make recommendations to Director of MIS regarding design issues, upgrades, and security related to Internet and Intranet. Represent organization at all state MIS meetings as assigned by Director of MIS Other duties may be required and assigned. 			
Qualifications and Education Requirements			
<ul style="list-style-type: none"> Bachelor's degree in computer related field with knowledge of multiple computer hardware and software and ability to learn quickly, think creatively, and understand the mental health system. Knowledge of the Avatar and crystal reports systems is a plus. Experience with Microsoft domains, basic networking skills, phone systems, and other technology systems is preferred. Experience may substitute for degree. 			
Physical Requirements			
<ul style="list-style-type: none"> Ability to lift 50 lbs, sit, stand, and walk frequently throughout a day 			
Special Requirements			
<ul style="list-style-type: none"> Experience with Electronic Medical Records systems a plus as well as knowledge of data submission requirements to State and Federal organizations. Team orientation, high level of professionalism and motivation, problem solving, planning, and organizational skills and the ability to function autonomously. Ability to learn independently and to meet job requirements autonomously is essential. 			



Reviewed By:	Director of MIS	Date:	03/16/2017
Approved By:	Human Resources	Date:	03/16/2017
Employee Signature:			
Last Updated By:	03/16/2017		