

# COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

43-420 Trader Place, Indio, CA 92201 • (760) 342-8287 • FAX (760) 342-8110

## INFORMATION TECHNOLOGY/GEOGRAPHIC INFORMATION SYSTEMS ASSISTANT

### **DEFINITION:**

Under general supervision, the Information Technology (IT)/Geographic Information Systems (GIS) Assistant assists in the design, development, analysis, implementation and maintenance of new and existing technology and information systems; participates in the activities related to the development of specialized computer applications, workstation customization, installation, server management, and end-user support and performs other related duties as required.

### **CLASS CHARACTERISTICS:**

The IT/GIS Assistant is responsible for implementing and maintaining new and existing technology and information systems, including new hardware and software. The IT/GIS Assistant is expected to independently perform the full scope of all assigned duties.

### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Information Technology Manager. The IT/GIS Assistant does not exercise supervision.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Analyzes, researches and prepares complex reports on a variety of subjects.
- Installs hardware and software applications.
- Provides general maintenance and repair of microcomputer hardware.
- Applies technical knowledge of microcomputer systems software and hardware to effectively assist and support all users.
- Maintains technical libraries and documentation files.
- Analyzes complex user problems, evaluates alternatives, and resolves problems effectively.
- Prepares clear and concise program documentation, user procedures, reports of work performed, and other written materials.
- Selects and recommends a variety of appropriate applications for staff.

### **OTHER DUTIES:** *(include but are not limited to the following)*

- Assists with budgets for special projects as assigned.
- Be available to respond to after hour calls as required.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS:**

- ◆ General knowledge of Geographic Information Systems.
- ◆ Ability to speak and write in English effectively and proficiently
- ◆ Ability to work cooperatively and effectively with other employees and the public.
- ◆ Ability to operate a vehicle observing all legal and defensive driving practices.
- ◆ Ability to perform manual labor, lift items weighing in excess of 50 pounds, walk long distances, traverse rough terrain, work under harsh weather conditions, and operate specialized equipment.

Other relevant knowledge and abilities may be considered in-lieu of, or in addition to, the foregoing.

**EDUCATION AND/OR EXPERIENCE:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for performing the duties of IT/GIS Assistant. A typical way of obtaining the required qualifications is to possess the equivalent of one year of experience relating to Local Area Network and Wide Area Network maintenance, including bridges and routers, and an associates degree in data processing, computer sciences, information systems, or a related field. Bachelor's degree highly desired but not required.

**LICENSE/CERTIFICATE:**

Possession of a valid Class C California driver's license and a driving record acceptable to the District insurance carrier.

**PHYSICAL DEMANDS:**

- ◆ Ability to demonstrate measurable visual depth perception and color vision; have a minimum of single ear aided hearing.
- ◆ Ability to periodically\* traverse uneven ground and stand for extended periods of time.
- ◆ Ability to periodically\* lift weights in excess of 50 pounds, walk long distances, traverse rough terrain, work under harsh weather conditions, and operate specialized equipment.
- ◆ Ability to demonstrate physical stamina to frequently\* sit for extended periods of time; show coordination of eye/hand/foot; perform fine manipulation and speed work by hand; and perform repetitive motion associated with computer usage.
- ◆ Ability to regularly\* perform gross manipulation by hand and simple grasping.
- ◆ Ability to occasionally\* walk on an even surfaces.
- ◆ Ability to periodically\* stand for extended periods of time, bend, squat/crouch, twist, reach, lift, carry, push, pull.

- \* Periodically – Activity or condition exists up to 25 percent of the time.  
Occasionally – Activity or condition exists from 25 to 50 percent of the time.  
Regularly – Activity or condition exists from 50 to 75 percent of the time.  
Frequently – Activity or condition exists 75 percent or more of the time.

Compensation Range: Approximately \$4,901 to \$5,957 per month plus generous benefit package including CalPERS (currently the 7% employee contribution is paid by District), health insurance, life insurance, disability insurance, deferred compensation, two weeks vacation, floating holiday, plus 12½ paid holidays annually.

Interested parties who meet the qualifications must complete and submit a District application. Resumes alone will not be accepted, but may be included with the application. To obtain an application, please contact the Coachella Valley Mosquito and Vector Control District office at (760) 342-8287.

Closing Date: Open until filled.