



1101 E. 27th St
 Hays, KS 67601
 (785) 625-7345

To Apply Send Cover Letter, Resume, and
 References to kb5555@goldenbeltbank.com

IT Specialist

Role:

To provide support and training to Bank personnel in the use of office automation products, personal computers, on-line application systems, user-based peripherals, etc.

Essential Functions & Responsibilities:

- Assists in troubleshooting, maintenance, and repair of PC's , printers, terminals, etc., coordinating with technical support and vendors as necessary; coordinates with other MIS staff to resolve hardware, software, and network problems.
- Provides on-going support to all Bank personnel in the use of end-user hardware and software products; provides limited assistance to users developing applications with the standard user products; notifies users of new useful features available through product updates.
- Installs end-user hardware and PC software; assures all Bank employees know how to care for and maintain their terminals, printers, and PC's and understand procedures for data backup, network access, etc.
- Assures administrative control over the end-user hardware and software assets of the Bank, as well as related supplies and accessories, through maintenance of inventories, files, logs, etc.
- Trains Bank employees to use standard PC-based office automation software tools by providing formal training and coordinating third party training providers.
- Performs other job related duties as assigned.

Knowledge and Skills:

Experience	Two years to five years of similar or related experience. Education substitutes for experience.
Education	(1) A two year college degree or (2) Completion of a specialized course of study at a business or trade school or (3) Completion of a specialized and extensive in-house training or apprenticeship program.
Interpersonal Skills	The ability to motivate or influence others is a material part of the job, requiring a significant level of diplomacy and trust. Obtaining cooperation (internally and/or externally) is an important part of the job.
Other Skills	Knowledge of office automation products, word processing, spreadsheet, e-mail, personal computers, PC operating systems, peripheral equipment, etc. Good communication skills.
Physical Requirements	Ability to lift and install computer equipment overhead and under desks.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.