POSITION ANNOUNCEMENT

TITLE: DHS FIRST RESPONDER INFORMATION TECHNOLOGY SPECIALIST

DEPT: EMRTC

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE: $45,000-$48,000
Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: February 24, 2020* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:
Provide program support that is directly responsive to the DHS First Responder Cooperative Agreement, including: (a) analysis of program-specific user requirements, procedures and problems that call for the implementation and improvement of computer systems applications; (b) provide technical support services that align to program-specific hardware, software and network problems; (c) maintain network and active directory capabilities that are responsive to program-specific requirements; (d) assist EMRTC Systems Administrators and Programmers efforts that are responsive program-specific requirements; (e) Oversee physical inventory and security for program-specific hardware; (f) Responsible for developing and maintaining data security and integrity for all program-specific data in conjunction with the EMRTC IT Branch Security procedures and the EMRTC Safety and Security Program; and (g) develop and coordinate application documentation that is responsive to program-specific requirements.

REQUIRED QUALIFICATIONS:
Formal diploma/ certificate/ degree program of 18+ months after high school. Bachelor’s degree required, area of study Computer Science or IT or equivalent. Computer hardware troubleshooting and maintenance required. Windows problem solving required. Windows XP/ Vista/ 7/ 10 administration required. Windows active Directory account maintenance required. Networking experience, switches, routers, wireless AP’s required. Strong data security experience required. PHP/ ASP/ SQL/ HTML/ XTHML/ XML/ CSS desired. A Valid NM Driver’s License required. Must have or be able to obtain a security clearance. A Pre-employment drug screen required upon hire.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 025, Socorro, NM 87801-4796