POSITION VACANCY ANNOUNCEMENT

POSITION: IT Specialist

SALARY: Anticipated starting salary is $17.20/hrly. Actual starting salary commensurate with applicant’s skills, knowledge and abilities

REQUISITION #: 0803052

DEADLINE DATE: October 15, 2009

The George A. Smathers Libraries Information Technology Department is recruiting for the position of IT Specialist. The Information Technology Department serves as the focal point for planning, managing and coordinating computer based Information Resources that support Library operations. The networked environment that exists in the libraries is switched ethernet. Information Technology Department manages approximately 24 servers that support 800 workstations used by 250 staff and over 3 million annual patrons and dozens of printers spread over seven different buildings.

The duties of this position include:

Repairs Computers and computer support equipment throughout the Libraries:
- Diagnose computer problems in a networked environment using standard computer troubleshooting procedures: block isolation, diagnostic software, and parts exchange;
- Repairs computers with components ordered through vendors (network Interface cards, video cards, SCSI cards, memory packages (SIMMS, SDRAM ETC., disk drives of all types, internal cabling, motherboard, etc); arranges and track third-party repairs, if necessary;
- Installs device drivers and other software for the operation of computer hardware;
- Transports computer and computer support equipment as for repair and installation;
- Performs emergency/temporary network installation at workstations.

Maintains records necessary for the operation of computer hardware:
- Identifies and checks-in new shipments of computer and computer support equipment;
- Performs data entry necessary to update automated tracking systems;
- Performs database searches and retrievals to support computer operations and management;
- Documents hardware and network parameters necessary for computer support.

Backup:
- Dispatch of work management trouble tickets;
- General computer user support.

The Foundation for The Gator Nation
An Equal Opportunity Institution
Minimum qualifications:
High school diploma and three years of any combination of relevant experience, education and/or certification.

Preferred Qualifications:
- Ability to diagnose problems with computers in a networked environment;
- Ability to use online vendor resources for problem diagnosis and software retrieval;
- Ability to assemble and disassemble computers;
- Ability to use software systems (databases, spreadsheets and word processors) which support Library computer hardware tracking;
- Knowledge of and ability to comply with intricate regulations, state law, and administrative code.

THE UNIVERSITY OF FLORIDA
The University of Florida is a large, land grant, public educational research institution with a faculty of approximately 4,000 and a student body of approximately 50,000. UF is Florida's largest university, the nation's fourth-largest, and traces its beginnings to a small seminary in 1853. Since 1985, UF has been a member of the Association of American Universities, the prestigious higher-education organization comprised of the top 62 public and private institutions in North America. UF is home to 16 colleges and more than 150 research centers and institutes. The University offers the Ph.D. in more than 90 fields and the Master's degree in more than 120 fields. For more information please consult the UF homepage at http://www.ufl.edu.

The University of Florida Libraries are members of the Association of Research Libraries, the Center for Research Libraries, the Research Libraries Group, and SOLINET. The library staff consists of more than 400 FTE librarians, technical/clerical staff and student assistants. For more information about the Libraries, please visit http://www.uflib.ufl.edu.

BENEFITS:
Twenty-six vacation days, nine paid holidays, and thirteen days sick leave annually; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax.

APPLICATION PROCESS:
If you are interested in this position please apply online at http://jobs.ufl.edu referring to requisition number 0803052.

For further details about this position please contact Tina L. Pruitt at (352)273-2595.