POSITION VACANCY ANNOUNCEMENT

POSITION: Information Technology Specialist

REPORTS TO: IT Expert

SALARY: Minimum Salary $36,255; Actual salary will reflect selected professional’s experience and credentials

REQUISITION #: 0806613

DEADLINE DATE: December 8, 2010

JOB SUMMARY:
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.

RESPONSIBILITIES:
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, motherboards, 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, including installations

QUALIFICATIONS:

Required:
A high school diploma and five years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

Preferred:
- 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.
- Effective personal, written and telephone communication skills.

THE UNIVERSITY OF FLORIDA
The University of Florida (UF) is a major, public, comprehensive, land-grant, research university. The state's oldest and most comprehensive university, UF is among the nation's most academically diverse public universities. UF has a long history of established programs in international education, research and service. It is one of only 17 public, land-grant universities that belong to the Association of American Universities. UF traces its beginnings to a small seminary in 1853 and is now one of the largest universities in the nation, with more than 50,000 students. For more information, please consult the UF homepage at http://www.ufl.edu.

The George A. Smathers Libraries is a member of the Association of Research Libraries, the Center for Research Libraries, the Research Libraries Group, and LYRASIS. The library staff consists of more than 400 FTE librarians, technical/clerical staff and student assistants. The George A. Smathers Libraries organizational chart is available at: http://www.uflib.ufl.edu/backpage.html. For more information about the Libraries, please visit http://www.uflib.ufl.edu.

COMMUNITY:
Gainesville, Florida and the surrounding community are home to approximately 240,000 people and both the University of Florida and Santa Fe College. Situated just over an hour from the Gulf of Mexico and the Atlantic Ocean, the city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers. In 2007, Gainesville was ranked as the “Best Place to Live and Work” by Frommer’s Cities Ranked and Rated and as one of the “Best Places to Live and Play” by National Geographic Adventure. Gainesville is known as an innovative municipal government and an innovative city. Gainesville continues to receive national recognition as a top-rated city. Some of Gainesville's accolades are listed at the following link: http://www.cityofgainesville.org/VISITOR/GainesvilleAwardsRecognition/tabid/494/Default.aspx. The area has numerous cultural institutions and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two hour drive.

The Foundation for The Gator Nation
An Equal Opportunity Institution
BENEFITS:
Twenty-six vacation days, nine paid holidays, and thirteen sick leave days annually; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax. Prospective employees should review the information about employment at UF available at http://www.hr.ufl.edu/training/neodefault.asp.

APPLICATION PROCESS:
The University of Florida is an equal opportunity employer and is strongly committed to the diversity of our faculty and staff. Applicants from a broad spectrum of people, including members of ethnic minorities and disabled persons, are especially encouraged to apply. As part of the application process, applicants are invited to complete an on-line confidential and voluntary demographic self-disclosure form which can be found at: http://www.hr.ufl.edu/job/datacard.htm. This information is collected by the University of Florida's Faculty Development Office to track applicant trends and is in no way considered by the Smathers Libraries in the selection process.

If you are interested in these positions please apply online at http://jobs.ufl.edu referring to requisition number 0806613.

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