



NON-BARGAINING UNIT POSITION VACANCY

JOB OPENING NOTICE and QUALIFICATION REQUIREMENTS

JOB TITLE:	SYSTEMS SUPPORT SPECIALIST
DEPARTMENT:	INFORMATION TECHNOLOGY
LOCATION:	Lihue
GRADE:	9 (Exempt)
REPORTS TO:	Information Technology Manager
DATE OF POSTING:	Friday, October 26, 2018
DEADLINE TO FILE INTERNAL:	Monday, November 19, 2018
JOB POSTING NO.:	2018012

SUMMARY OF POSITION:

Responsible for the installation, maintenance and support of all hardware and software, which includes but not limited to, workstations, servers, printers, phones, e-mail, MS office suites, network administration, server administration, data integrity management, data storage management, communications configuration/management, internet services, software system development, security management, procurement, mobile device integration and backup/recovery. Responsible to providing multiple levels of IT support.

QUALIFICATION REQUIREMENTS, EXPERIENCE and/or EDUCATION:

Please see attached job description for job requirements.

To perform this job successfully, the individual must be able to perform the essential duties of the job satisfactorily. The requirements listed in the job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please send your application to Human Resources (Lihue) by 4:30 p.m. on or before the deadline date.

Bulletin Board Distribution:

Accounting	Executive	Human Resources	Lihue Lunchroom	PP Ops
Board of Directors	T&D Eleele	Information Technology	Member Services	Engineering
Eleele Warehouse	T&D Kapaa	Kapaia Power Station	PP Maintenance	IBEW Local 1260
Meter Shop	Marketing & Communications			