

**PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.**  
**JOB DESCRIPTION**

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**POSITION:** **INFORMATION TECHNOLOGY COORDINATOR**

**PURPOSE:** Supports the Instructional Technology Supervisor in overseeing classroom technologies and IT department in management information systems and software throughout the PIC organization

**QUALIFICATIONS:**

Education: Associates or Bachelor Degree required, preferred in Information Technology or related field  
Experience: 2-3 years work experience in troubleshooting computers/tablets (installing, uninstalling, reinstalling, re-formatting) and servers (creating users, setting security rights, and working with firewalls - configuring and security)

**Skills, Abilities and Knowledge:**

- a. Ability to apply independent judgment
- b. Excellent oral and written communication skills
- c. Ability to achieve goals with little supervision
- d. Ability to maintain confidentiality
- e. Machine operation including calculator, photocopier, computer, etc.
- f. Extensive computer knowledge and skills

**REPORTS TO:** Instructional Technology Supervisor

**SUPERVISES:** None

**JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:**

Mental Concentration: Moderate concentration intermittently

Interruptions: Occur frequently

Physical Effort: Medium physical effort (up to 30 pounds) in predominantly sitting position, bending, lifting, stooping, reaching, and crouching

Special Demands: Extensive driving/travel, and potential eye strain

Special Requirement: Current Act 33 and Act 34 clearance documentation and FBI/DPW clearance documentation at hire. Valid PA driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum).

Duties may include any or all of the following. This list is intended to be representative.

01. Assist in the implementation and management of computer management and information security for PIC
02. Assist in training and instructing staff and computer users in all PIC divisions on data policies and new procedures
03. Assist in maintaining , updating and security on a computer network system, including firewalls and wireless routers
04. Troubleshoot problems (installing, uninstalling, reinstalling, re-formatting, etc) and evaluate current equipment effectiveness
05. Assist in the security, implementation, and transmission of all corporation databases
06. Assist in monitoring the performance and management parameters of databases to provide reports to management and staff
07. Assist in special projects or assignments as directed
08. Complete forms, time cards, and other paperwork as required
09. Prepare and distribute reports as needed

**CORPORATE EXPECTATIONS:**

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

**PAY GRADE:** D-1

**ASSOCIATES:** \$15.84

**HOURS PER WEEK:** 37½

**BACHELOR'S:** \$18.05

Non-

traditional