

IT Coordinator E.O.E.*

District Health Department #10 seeks a Full-time IT Coordinator. This position will be based in Crawford, Kalkaska, Lake, Manistee, Mason, Mecosta, Missaukee, Newaygo, Oceana or Wexford County.

Duties:

- Program lead and resource for staff engaged in developing and implementing IT programs and activities.
- Coordinating, training, mentoring.
- Assists in implementation of IT plan.
- Troubleshoots and resolves issues with computers/technology.
- Assists in monitoring and maintaining security and integrity of computers and networks.

Requirements:

- Must have Bachelor's Degree in Information Technology or related field.
- Three to five years experience in information technology or related field required.
- High-level of proficiency in Microsoft Office and Technology.

Submit resume and cover letter by 12/03/2021 to:

DHD #10
Human Resources
521 Cobb St.
Cadillac, MI 49601

or

online at: <http://www.dhd10.org/contact-us/join-our-team/>

Position will remain open until filled.

****District Health Department #10 is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, marital or veteran***



HUMAN RESOURCES

521 Cobb Street
Cadillac, MI 49601



P: 231-876-3815
F: 231-775-4731



www.dhd10.org



healthdept10