



**Franklin County Children Services
POSITION DESCRIPTION**

Classification Title: Information Technologist 2
Working Title: Information Technologist 2
Division/Department: Employee Relations – Professional Development
Job Status: Full-Time, 40 Hours
FLSA Status: Non-Exempt
PCN: 704113
Pay Range: 16 Bargaining
Probationary Period: 120 Days
Classification #: 64124
Revision Date: 08/2022

OBJECTIVE/PURPOSE

The employee is responsible for managing and maintaining equipment in the Professional Development Department for use by the Central Ohio Regional Training Center (CORTC), Franklin County Children Services (FCCS), and the Ohio Child Welfare Training Program (OCWTP); and manages FCCS audio-visual materials.

The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency and Well-being for the families served by the agency. The employee is committed to practicing cultural competence by working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the Agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.

ESSENTIAL DUTIES AND RESPONSIBILITIES

45% Maintains PC software; investigates problems and provides solutions for equipment problems, including, but not limited to LCD projectors, all peripheral laptop equipment (e.g., flash drives); provides technical assistance to equipment users; provide/set-up equipment for users in training rooms and meeting rooms throughout 855 and maintains and tracks department equipment; PCs in training rooms and PDD hallway. Sets up and maintains Virtual Reality (VR goggles) for training and assisting CORTC and 13 other counties. Assist staff with use of VR headset and instructions on use of the VR headsets. Maintains inventory for all equipment used in CORTC. Secures replacement as needed. Support new staff and current staff with technical support in computer issues.

45% Conducts training classes and programs for staff in the CORTC and OCWTP; trains staff on basic/advanced computer skill/software including, but not limited to, Microsoft Word, Outlook, Excel, and SharePoint. In addition, In New Orientation distributes equipment to new employees and training with the new employees to include: My Ohio site for change of passwords, installs Dual security; preparation for the VPN login, activation of Microsoft license for each employee; Phone: Jabber instruction. Securing attestation, activation of I-Phones for administrators and caseworker. In training environment develops and produces training videos to support new staff in orienting to FCCS; assist with video editing on training as requested; designs changes to update SharePoint to make knowledge contained user friendly.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

5% Enrolls staff in Speak Write; train/facilitate use of Classroom Performance Systems (CPS) software and any other software that is required for use by OCWTP, CORTC and FCCS.

5% Performs other related duties as assigned, including copying and distributing materials, shares responsibilities for telephone and receptionist duties, ordering supplies; responsible for tracking and maintaining audio/visual equipment, videos and other resources and preparing coffee.

SUPERVISORY RESPONSIBILITIES

No

QUALIFICATIONS

Minimum Qualifications: 10 courses in functions of software systems (or 12 mos. exp.); 6 courses in operation of computer hardware and peripheral equipment (or 6 mos. exp.); 3 courses in government structure and process (or 3 mos. exp.); 600 hours training in software installation and maintenance (or 6 mos. exp.); or equivalent.

PREFERRED: Associates degree or related equivalent experience; excellent written communication and presentation skills & group facilitation; strong interpersonal skills; proficient in Microsoft Word, Outlook, Excel, Access, PowerPoint, SharePoint and interne.

Work Environment: Typical office environment; knowledge of office practices and procedures, calculate fractions, proofread materials, gather, collate and classify information about data, computer and telephone

Signature of Agency Representative:

Charles Spinning
Executive Director

Date