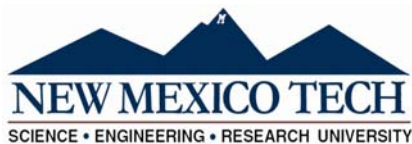


**Posted:** February 14, 2020



## POSITION ANNOUNCEMENT

**TITLE:** DHS FIRST RESPONDER INFORMATION TECHNOLOGY SPECIALIST

**DEPT:** EMRTC

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE:** \$45,000-\$48,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**INTERNAL POSTING THROUGH:** February 24, 2020\* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB DUTIES:

Provide program support that is directly responsive to the DHS First Responder Cooperative Agreement, including: (a) analysis of program-specific user requirements, procedures and problems that call for the implementation and improvement of computer systems applications; (b) provide technical support services that align to program-specific hardware, software and network problems; (c) maintain network and active directory capabilities that are responsive to program-specific requirements; (d) assist EMRTC Systems Administrators and Programmers efforts that are responsive program-specific requirements; (e) Oversee physical inventory and security for program-specific hardware; (f) Responsible for developing and maintaining data security and integrity for all program-specific data in conjunction with the EMRTC IT Branch Security procedures and the EMRTC Safety and Security Program; and (g) develop and coordinate application documentation that is responsive to program-specific requirements.

### REQUIRED QUALIFICATIONS:

Formal diploma/ certificate/ degree program of 18+ months after high school. Bachelor's degree required, area of study Computer Science or IT or equivalent. Computer hardware troubleshooting and maintenance required. Windows problem solving required. Windows XP/ Vista/ 7/ 10 administration required. Windows active Directory account maintenance required. Networking experience, switches, routers, wireless AP's required. Strong data security experience required. PHP/ ASP/ SQL/ HTML/ XHTML/ XML/ CSS desired. A Valid NM Driver's License required. Must have or be able to obtain a security clearance. A Pre-employment drug screen required upon hire.