



Current Career Opportunities

INFORMATION TECHNOLOGY SPECIALIST (position now available)

COMMUNITY FIRST CREDIT UNION, a 52-year-old financial institution with \$150+ million in assets, is seeking an Information Technology Specialist. **Currently this job is approved for 20 hours per week.**

Position Summary: Under general supervision, sets-up, maintains, upgrades and troubleshoots personal computing (PC) equipment, peripherals and software. Operates mainframe computer, maintains telecommunications equipment. Inventories and catalogs data processing equipment including PC's, servers, and peripherals. Records all configurations, loaded software and any upgrades. Schedules replacement of hardware and software while establishing procedures. Assists IT Manager in researching, planning and implementing new technologies to improve member access and staff efficiency.

Major Duties and Responsibilities:

- ▶ Provide technical support and consultation in the use and operations of complex computer operating systems.
- ▶ Design and maintain systems documentation according to applicable policy and standards.
- ▶ Coordinate technology resources including network, telephone system, and personal computer connectivity.
- ▶ Ensure that all software licenses are maintained.
- ▶ Keep abreast of state-of-the-art hardware developments.
- ▶ Perform other duties and related tasks as assigned.
- ▶ Attend regular departmental and company-wide meetings.

Required Knowledge, Abilities, and Education:

- ▶ Experience with some combination of the following applications: MS Windows XP or Windows 2007, MS Office, Exchange Mail Server, Network Server, Cisco Routers, VOIP systems, Symitar and SpiceWorks
- ▶ Ability to communicate with IT Manager and other departments to ensure that the end-user's interests and needs are known and met
- ▶ Ability to establish and maintain effective and cooperative working relationships with others, including vendors
- ▶ Ability to resolve microcomputer hardware/software problems
- ▶ Ability to interact with users in a professional and courteous manner, using effective oral, written and interpersonal communications skills
- ▶ Must possess a California Driver's License
- ▶ Must have reliable transportation in order to work at remote locations
- ▶ High school diploma

Beneficial Education and Experience:

- ▶ Microsoft Certification, or progress towards certification
- ▶ 2-3 Years related experience

