



INFORMATION SYSTEMS INTERN

Employment Status: Part-Time
FLSA Status: Non-Exempt
Reports to: Information Systems Coordinator

Approved: January 19, 2012

JOB SUMMARY

Under the direction of the Information Systems Coordinator, assists the Information Systems staff through troubleshooting, maintenance and installation functions for Washington Township.

REPRESENTATIVE LIST OF RESPONSIBILITIES

This list of responsibilities is representative and is not all-inclusive. Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.

- Assists with data collection for IT system documentation;
- Prepares and updates Township IT reports;
- Assists in resolving help desk tickets;
- Assists in printer maintenance;
- Develops and implements computer maintenance schedule;
- Assists in monitoring IT reporting systems and diagnosing problems;
- Assists in updating web site content;
- Assists with Active Directory and Group Policy design;
- Participates in special events as assigned;
- Responds during off hours for the purpose of township or department emergencies.
- Assists in administrative staff activities such as preparation of memos, manuals and budget requests;
- Understands and follows oral and written instructions;
- Attend staff and other meetings or trainings, as assigned;
- Handles confidential information appropriately;
- Communicates with township employees, government agencies and the general public via the computer, telephone and in person;
- Establish and maintain effective working relationships with township officials, township employees, other government entities and the general public;
- Reliability, which includes regular attendance, punctuality, and timely and efficient completion of assigned duties;
- Professional and appropriate interaction with co-workers, supervisors, managers, and the public;



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- Maintain regular and predictable attendance;
- Promote, get along and work in a harmonious relationship with others;
- Other duties as required.

REQUIRED EDUCATION AND EXPERIENCE

- High school diploma or equivalent;
- Current college student with sophomore or higher standing;

PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES

An individual must possess the following knowledge, skills, and abilities before beginning employment:

- Considerable knowledge of the hazards and corresponding safety precautions necessary for the safe performance of assigned duties;
- Ability to work with peers and supervisors to enhance career development through education and training opportunities;
- Ability to work other than normal working hours as necessary;
- Use a personal computer to create publications, reports and correspondence;
- Strong oral communication and presentation skills. Must be able to listen attentively, organize thoughts, speak and write clearly and professionally, and comprehend written documents;
- Excellent self-discipline. Ability to work well without immediate supervision;
- Excellent judgment. Ability to make prompt and accurate decision;
- Ability to comply with all township and job specific safety requirements;
- Must have a valid Ohio driver's license and remain insurable, without penalty or surcharge, under the township's vehicle insurance plan.

PHYSICAL REQUIREMENTS

Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these requirements.

- Demonstrate the ability to reach over shoulders
- Lift, carry and push over 35 pounds
- Use fingers/hands/arms frequently
- Continuous walking and standing on various surfaces, including rough terrain
- Occasional crawling, kneeling, bending and climbing, including stairs and ladders



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- Move about in close quarters and areas
- Frequent sitting
- Ability to work at a rapid pace
- Ability to hear
- Any other physical requirements as job changes