



Ontario County Department of Human Resources
 3019 County Complex Drive
 Canandaigua, NY 14424
 www.co.ontario.ny.us ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING # 20-005 POSTING DATE*: FROM: 2/12/20 TO: 2/21/20

JOB TITLE: Information Technology Intern

RATE OF PAY: \$16³⁹/hr

LOCATION: Ontario County Public Works

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

see attached

APPLICATION DEADLINE / LAST FILING DATE*: 2/21/20

* Last filing date established for an announced exam always supersedes posting date.
HOW TO APPLY: Visit www.co.ontario.ny.us/humanresources or the Department of Human Resources to receive additional information and for the Application for Employment or Examination. Completed applications can be delivered personally or mailed to the address above.

Include the Job Title and Job Posting Number on the application.

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

INFORMATION TECHNOLOGY INTERN

DISTINGUISHING FEATURES OF THE CLASS: This work involves a variety of duties which include, but are not limited to, website development, social media engagement, tier 1 technical support, user training and intranet development. All work is performed under close direction. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the website content design, development, and posting of web pages;
Assists in social media engagement efforts;
Assists in providing Tier 1 technical support;
Assists in developing documentation for Tier 1 technical support and maintenance;
Assists in developing user training programs and guides;
Assists in the installation, and continuous technical support of software applications on personal computers, tablets and mobile devices;
Assists in the evaluation and recommendation to management of software applications;
Assists in conducting customer training in structured and non-structured environments.
Consults with Department Head and/or immediate supervisor.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of Internet/Intranet environments and integrated development; good knowledge of social media engagement; good knowledge of HTML authoring tools; knowledge and experience with network infrastructure; ability to investigate problems and develop appropriate solutions; ability to plan and implement complex action planning; ability to understand written and oral communications; initiative and resourcefulness.

MINIMUM QUALIFICATIONS: Current, full-time enrollment in a regionally accredited college or university in a computer science, on-line media, geographical information systems (GIS), geography, or a closely related field, Bachelor's Degree program AND completion of one (1) year or more of study.

SUBSTITUTION: Possession of twelve (12) college credits in geographical information systems (GIS) course work may be substituted for the computer science, online media degree programs. (Transcripts are required in order to claim this substitution.)

NOTE: An individual may not be appointed to this title more than two intern periods.

APPROVED: MARCH 16, 2016

REVISED: 5/5/2017; 2/28/18; 4/24/19; 2/19/20

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE

PENDING JURISDICTIONAL CLASSIFICATION BY NYS CIVIL SERVICE COMMISSION