CAREER OPPORTUNITY
INFORMATION TECHNOLOGY (IT) SPECIALIST I

Salary Range: **$64,480 | $96,030**

APPLICATION SUBMISSION DEADLINE: July 11, 2023, or until filled.
THE OXNARD HARBOR DISTRICT, WHICH OWNS THE PORT OF HUENEME, IS SEEKING INTERESTED CANDIDATES TO FILL THE POSITION OF <u>INFORMATION TECHNOLOGY SPECIALIST I</u>. ANY INDIVIDUAL WITH AN INTEREST IN BEING CONSIDERED FOR THIS POSITION WILL NEED TO APPLY.

APPLICATION SUBMISSION REQUIREMENTS:

1) **COVER LETTER (Including Desired Salary)**

2) **FULLY COMPLETED** Oxnard Harbor District Employment Application Form (*on Port's website*)

3) **RESUME** (with employment history and significant accomplishments)

4) **REFERENCES** (Submit two (2) Professional and two (2) Personal references)

HOW TO APPLY: **Applications will be accepted via one (1) of the following two (2) methods;**

➢ **<u>BY EMAIL (attach all documents in a single combined PDF format in order as 1-4 above)</u>:**

    HR@portofh.org (Important: Email Subject Line to read *<u>exactly</u>* as follows ;)
    HR- IT SPECIALIST I

OR……

➢ **<u>BY US. POSTAL SERVICE</u>:**

    THE PORT OF HUENEME
    IT Specialist I
    Attn: #345 HR-RECRUITMENT
    567 West Channel Islands Blvd.
    Port Hueneme, CA 93041

POSITION TITLE:	INFORMATION TECHNOLOGY (IT) SPECIALIST
CLASSIFICATION	SPECIALIST I
DEPARTMENT	ADMINISTRATION
SALARY RANGE MIN|MAX	$64,480 ~ $96,030

<u>GENERAL PURPOSE</u>

IT Specialist will plan, establish, and manage information technology (IT) projects and will serve as a liaison between the business and technical aspects of assigned projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

- Exercises discretion in the management of IT projects to ensure adherence to budget, schedule, and scope of project.

- Uses independent judgment to develop, maintain, and revise proposals for IT projects integral to the functioning of the Port, including setting project objectives, technologies, systems, information specifications, timelines, funding, and staffing.

- Evaluates, sets and tracks project milestones, manages and adjusts account for unforeseen delays, and exercises discretion to realign schedules and expectations as needed.

- Formulates and implements project communication plans, providing status updates to affected staff and stakeholders.

- Collects, analyzes, and interprets information and trends as needed to prepare project status reports and makes recommendations for implementation.

- Provides high-level technical support for workstation hardware, software and peripherals, including evaluating and comparing various products and making recommendations on major purchases and strategies to maintain reliability.

- Researches, troubleshoots, and formulates solutions for desktop computer applications and hardware problems for departments both remotely and in person.

- Responsible for ensuring that components, equipment, and software are working properly and in accordance with the Port specifications, and for devising and implementing appropriate tests to confirm operation and reliability.

- Responds to requests for assistance.

- Develops and maintains tracking system for all Port IT systems equipment, including tagging assets and tracking inventory.

- Other related duties as assigned.

MINIMUM REQUIREMENTS

- Associate degree in computer technology related to area of assignment recommended.
- Two (2) years of professional experience working in a hands-on or remote end-user computer technical support environment.
- Organized with attention to detail.
- Excellent analytical, logical thinking, and problem-solving skills.
- Excellent verbal and written communication skills.
- Thorough understanding of project management principles and planning.
- Thorough understanding of information technology procedures and practices.
- Proficient with, or able to quickly become proficient with, a range of general and specialized applications, software, and hardware used in the organization and the industry.
- Proficient with Microsoft Office Suite or related software.
- Ability to motivate groups of people to complete a project in a timely manner.

HIGHLY DESIRABLE

- A+ and ITIL Foundation Certifications

SPECIAL REQUIREMENTS

- A current, valid California Class C driver's license maintained at all times to operate a vehicle on District business.

- Must be able to successfully obtain a Transportation Worker's Identification Card (TWIC)

- Prolonged periods sitting at a desk and working on a computer.

- Must be able to lift 25 pounds at a time.

- Must be able to bend, stretch, kneel, and squat to perform some duties.