

# COUNTY OF CAMERON



## EMPLOYMENT OPPORTUNITY

DATE: February 8, 2019

DEADLINE: February 21, 2019

**POSITION:** **COMPUTER SUPPORT SPECIALIST TEMPORARY PART-TIME**

**JOB LOCATION:** Cameron County Public Health

**SALARY:** \$ 14.00 per hour

**QUALIFICATIONS:** Graduation from an accredited business school, college, university or two (2) years of full-time experience in a responsible position that provided thorough knowledge of information technology and computer systems. Must be able to read and write in English. Must be able to communicate with the public. Knowledge of all codes and fields. Knowledge of report compilation. Able to train new employees on current software. Maintain and update all computer networks, and portable computers as required by Texas WIC Automation policies and procedures. Must be able to thoroughly explain and utilize peripherals associated with software utilization such as scanners and others as added. Must be able to travel 50% of the time. Must provide own transportation. Must have a valid Texas Driver's License, comply with State of Texas Driving Laws, and maintain an acceptable driving record. Criminal background check is required for employment or continued employment. Employees of Cameron County may be required to work during any natural disaster or emergency.

**DESCRIPTION OF DUTIES:** Under the supervision of the WIC Director or designee. Provides software support, technical support and demonstrated knowledge of current WIC software version. Able to coordinate hardware and software needs for the WIC Program. Maintains and updates all computer networks, and portable computers as required by Texas WIC. Installs, tests, trouble shoots, and trains employees on other WIC purchase software such as Word, Excel, IntelliTrack, PCAnywhere and others as added. Assists in software purchasing decision-making. Conducts scheduled on-site training seminars on basic computer functions. Conducts preventative equipment maintenance on items such as printers, back-ups, and tape drives by instructing clinics or individuals of correct and/or incorrect usage. Performs other duties as assigned. This is not a Civil Service covered position.

**HOW TO APPLY:** Cameron County  
**Human Resources/Civil Service/Safety Risk Dept.**  
1100 E. Monroe St. Suite 118  
Brownsville, TX 78520

**AA/EEO/MFD EMPLOYER**