

Primary Care Health Services, Inc.
Job Description

Information Technology Specialist

Requirements

BA Degree in technical discipline preferred

Experience

A minimum of five (5) years experience in IT, in which at least three (3) years were served in a technical capacity. Self starter with the ability to grow and excel in a Not-for-Profit healthcare environment.

Ability to support MS Windows 2008 and 2003 server and networking; Understanding and/or experience working with VMware vSphere4 environment.

In depth understanding and ability to support Windows XP Pro.

Ability to work in a CISCO Wide Area and Wireless Networking environment.

Additional

1. Ability to work in a professional small Data Center and Help Desk environment.
2. Prepares reports and makes recommendations on current and proposed projects
3. Makes recommendations on procurement and implementation of Information Technology Systems
4. Works with Healthcare software vendors through the software lifecycle process
5. Monitors, evaluates, prioritizes and recommends the use of Information Technology systems and equipment to maximize benefits in meeting the Information Technology goals
6. Coordinates with the Information Technology Director and Executive Management to prioritize projects and user requests
7. Participates on interdepartmental and intradepartmental teams, committees as required
8. Coordinates projects with other departments and agencies as required
9. Keeps abreast of current Information Technology (IT) principles and practices, regulations and literature
10. Assists in establishing departmental disaster plan as part of company-wide disaster plan
11. Performs other task as directed by Management