

CLOUD COUNTY COMMUNITY COLLEGE

Administrative Position Job Description

Position Title: Information Technology Technician

Reports To: Director of Information Technology and Network Administration

Type of Contract: Support Staff

Length of Contract: 12 Months

Date of Position Description: December 2025

Administration may change the duties at any time.

GENERAL NARRATIVE DESCRIPTION OF THE POSITION:

The person holding this position will be responsible for providing technical support for and advice on the inter-institutional and extra-institutional computer networks. The goal of the position is to provide effective, flexible, coordinated computer, network, and information services to all authorized users within the fiscal constraints established by the institutional budget. The person holding this position must have excellent interpersonal/communication skills. A valid driver's license is required.

RESPONSIBILITIES:

The Information Technology Technician will:

- ❖ Assist with the development, technical support, troubleshooting, repair, and advisement for the internal institutional telecommunications, computer and information systems, including hardware, software, topologies, protocols and setting.
- ❖ Apply systems analysis techniques and procedures to determine hardware, software, or system functional specifications.
- ❖ Give input on the design, documentation , testing, creation, or modification of computer programs related to machine operating systems.

- ❖ Support and provide assistance to system administrator in regard to Microsoft networking, active directory, and exchange servers.
- ❖ Be the main point of contact for all desktop hardware and software issues.
- ❖ Support and provide technical assistance at the Geary County Campus in Junction City, Kansas. Monthly and emergency travel to the Geary County Campus will be required.
- ❖ Assist in the development of institutional policies, procedures and standards pertaining to computer-based technology and its uses.
- ❖ Interact cordially with coworkers to accomplish common tasks; and
- ❖ This job description in no way implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description may be revised upon development of other duties and changes in responsibilities.

Cloud County Community College offers a complete benefits package to all full-time support staff including:

- Health care coverage for employees and eligible dependents (up to \$872.71 paid monthly for single coverage by the college toward premium cost)
- Paid holiday leave - approximately 24 days of holiday leave
- Paid sick leave – 10 days annually, accumulates to 100 days total
- Paid vacation leave – earned at a rate of 8 hours per month, accumulates to 144 hours total
- Retirement coverage through the Kansas Public Employees Retirement System (KPERS)
- Free CCCC tuition for employee, spouse, and minor dependents
- Free pass for employee, spouse, and immediate family members to most college sponsored events
- IRS Section 125 cafeteria salary reduction plan to purchase nontaxable health insurance, medical expense reimbursement, and dependent (child) care reimbursement (AFLAC)
- Free use of the Fitness Center