

# Wells County, North Dakota

Wells County Courthouse  
700 Railway ST N  
Fessenden, ND 58438  
**Job Description**

<b>Job Title: IT Coordinator</b>	<b>Job Status: As Needed</b>
<b>Department:</b>	<b>FLSA Status: N/A</b>
<b>Reports To: Wells County Commission</b>	<b>Effective Date: October 2019</b>

❖ **Nature of Work:**

As appointed, IT Coordinator manages all aspects dealing with IT and assisting offices and NRG, as needed.

❖ **Essential Functions of Work: IT Coordinator**

- All duties related to the responsibility of IT Coordinator.
  - Maintain the office schedule of all county computers.
  - Manage the Wells County website.
  - Assist other county offices in regard to IT needs of their respective offices.
  - Set up new employees with IT requirements.
  - Assist Auditor with IT invoices.
  - Assist employees with IT issues.
  - Chair the Technology committee.
  - Set up BTR (Basic Technology Review) with NRG and the Technology Committee each year to go over computer rotations, department needs and prepare an IT budget for County Budget.
  - Assist NRG with the server and other items, when needed.
  - Manage postage meter by monitoring and adding postage, as needed. Do updates to the meter, as needed, and assist employees with problems.
  - Prepare and send copy counts of the fax machine and the copier to Central Business Systems for support purposes.
  - Perform other duties with similar skill, responsibilities and work conditions, pertaining to the IT Coordinator, as required.

❖ **Requirements of Work:**

- Ability to create a positive work atmosphere by communicating and maintaining a professional manner and a team-like environment with County Officials and employees, and IT Professionals (i.e. NRG).
- Ability to operate a work computer and traditional office equipment; the ability to talk and hear in person or by telephone; and the ability to see and read instructions and reports.
- Ability to apply appropriate guidelines, either specific or general, to appropriate duty.

❖ **Desired Minimum Training and Experience :**

- Must be able to perform the essential functions of IT Coordinator

❖ **Clarification Clause:**

This job description is not intended and should not be construed to be a complete list of all skills, duties, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in maintaining IT Coordinator related positions. The job description does not constitute an employment contract or an employment agreement. The County reserves the right to modify job descriptions at any time.

Wells County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.