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# Example of Information Technology Specialist Job Description

Our innovative and growing company is looking to fill the role of information technology specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for information technology specialist

* Creates, monitors and maintains operations documentation
* Provides supervision for staff when IT Operations Lead is unavailable
* Day to day maintenance and upkeep of existing server fleet
* Work with audit managers to influence and negotiate process improvements with technology and process owners
* Ensure identified control gaps are resolved by evaluating client closure efforts
* Will be assigned to a variety of business units to act as the technical point of contact
* Manage and maintain client and furnished property and equipment to include, maintaining computers and all ancillary devices used to support vulnerability testing
* Provide status reports and updates routinely to contracting officer and client regarding defective equipment and new/replacement equipment needs
* Other IT tasks assigned by supervisor or client, as needed
* Offer ongoing technical advice on virtual courts implementation

## Qualifications for information technology specialist

* Participate actively in project activities, by contributing to technical discussions on virtual courts at project meetings, training sessions
* Oversee all aspects of the diagnostic-assessment exercise, coordinate site visits, and draft and present the final implementation design plan
* Provide support, as needed, during the training session of IT personnel
* Execute pilot implementation and provide follow-up as needed with the different agencies involved
* With the Project Director and Financial Manager, ensure all activities conform to project requirements, including cost, schedule and quality parameters
* Ensure the timely and quality completion of relevant program deliverables and reports in accordance with INL guidelines