



Example of Information Technology Assistant Job Description

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Our innovative and growing company is searching for experienced candidates for the position of information technology assistant. 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 assistant

- Develop a clear strategy for support and innovation within the cluster in full alignment with the Enterprise ITS direction
- Lead teams of over 150 business system development, business analysts, geospatial specialists, and quality assurance specialists that consist of agency specific subject matter experts and shared development services that support standardization and implementation of solutions that are in concert with CSC staff who support the host agencies within the Cluster
- Plan and direct the research, analysis, development and implementation of appropriate system development strategies and technologies to meet short-term and long-range customer service goals and delivery methods
- Manage and direct the preparation of project deliverables and the resolution of issues affecting various aspects of the project implementation plan, cost estimates and statements of work which result from customer requests, legislative and policy changes, system problems, and emerging technologies
- Oversee staff work in the development, implementation and evaluation of test plans and the administration of testing for quality assurance of new systems' functionality (e.g., hardware and software)
- Direct the oversight of vendors in collaboration with customers who are developing IT products and/or services for the agency to ensure that the product or service is developed according to contract specifications,

- Monitor the status of all ongoing projects and provides guidance and direction to resolve any technical issues, problems or conflicts that may arise
- Direct the application of enterprise-wide approach to IT projects and promotes reliable and innovative technological solutions to address Enterprise changing operational needs
- Participate in or lead reviews of pending legislation, policy determinations, and executive initiative proposals for the impact on the agency's IT operations and development resources and recommend proper action to executive staff
- Set appropriate priority for pending requests for IT services with agency business leadership and input from IT stakeholders

Qualifications for information technology assistant

- A minimum of 1 year of experience in IT-related project administration is required
- May be required to lift, move, mount, or store equipment weighing up to 50 lbs, or up to 80 pieces of equipment on a daily basis
- May be required to work on shift assignments on weekdays to maintain the service coverage
- May require the ability to cope with the working conditions of the Data Centre where the level of noise and electro-magnetic fields may be slightly higher than the normal office environment while the temperature may be lower
- PMP/PMI Training/Certification
- 5-7 years' experience at an Administrative Assistant level