

# Example of IT Specialist Job Description

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Our innovative and growing company is looking for an IT specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for IT specialist

- Executes timely activities of verifying and auditing CMDB data, in accordance with CfM policies and processes, to ensure that the physical IT inventories are consistent with the CMDB data and that only accurate data is stored within the CMDB
- Initiates and/or escalates to Configuration Manager any necessary corrective action in cases where the CfM policies and processes are being circumvented
- Assists other processes and functions, especially Change Management, in performing change impact assessments
- Work as a member of the station's engineering team and the division's technology team to implement state of the art technical facilities at a competitive television station
- Maintain the technical integrity of the NBC Connecticut operating facilities including but not limited to the control room, studios, transmission, newsgathering, and production equipment
- Respond to employees' requests regarding tools and resources they need for their job
- Interaction with technology and application teams in the distributed and mainframe environments
- Develop technical solutions to business problems based upon best practices
- Develop automation, tooling, reports, utilities and routines to assist in simplifying the management of MQ
- Participate in an on-call rotation for escalations and monitor mail groups for

## Qualifications for IT specialist

- Ability to form strong relationships with senior stakeholders
- CISA accreditation would be an asset
- 8-10 years of experience in the area of IT risk and technology in a large organization of which 5 are in security
- Minimum 8 years configuring and supporting firewalls and Intrusion prevention systems
- Minimum 3 years experience with Palo Alto security appliances
- Minimum 3 years experience with F5 GTM/LTM