

**Franklin County Data Center  
Job Posting**

**JOB TITLE: Solutions Specialist**

**ANNUAL SALARY:** \$51,113-\$66,447 \*\*Excellent Benefits Package

**SUMMARY**

This position requires a basic knowledge of Windows-based operating systems and specific core applications associated with the Enterprise Solutions Team. Under direct supervision and guidance of higher level Engineers, the team member participates in creating, enhancing, troubleshooting, documentation, and maintenance of software and applications. Assists in preparing test data and performs program-level and system-level testing, and may provide status updates to team lead. The team member must also successfully complete a 120-day probationary period.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned.

- Works with users, team leads, and project managers, as required, to determine core application specifications.
- Participates in project implementation.
- Creates test transactions and runs tests to find errors and confirm program meets specifications.
- Consults with team members and customers to prototype, refine, and tests core application's configurations and customizations to attain customer approval.
- Writes and maintains documentation to describe the application, logic, testing, changes, and corrections.
- Writes documentation and or manuals or reviews documentation written by others that describes installation and operating procedures.
- Provides status updates to team lead or Development Manager.
- Responds to inquiries from users.
- Provides technical assistance by responding to inquiries regarding errors, problems, or questions.
- Trains end users or technical support staff to use the core applications.
- Analyzes, installs, and tests upgrades.
- Monitors performance and integrity of the core applications.
- Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

None

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to operate a Personal Computer using the Microsoft Office Suite of software under the MS Windows operating system.
- Ability to communicate verbally and in writing and to present communications effectively.
- Have an Advanced level of knowledge in Windows 7 and/or 8, Server 2008 and/or 2012.
- Have a Basic level of knowledge in SharePoint 2007, 2010, or 2013 Administration, SQL 2008 and/or 2012 Administration.
- Have a basic/functional level knowledge of OnBase and IntelliVIEW

- Migration experience from prior versions of SharePoint and/or Lotus Notes is a plus.
- Ability to create reports as needed.
- Ability to perform duties as administrative assistant on an as needed basis.

### **EDUCATION and/or EXPERIENCE**

- Six months to one year experience with IT related knowledge focused on Microsoft SharePoint Server administration.
- Bachelor's degree from four-year college or university; or Associates Degree with courses in computer science, application programming languages, development tools, systems analysis and systems design; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Data Center Benefits Summary:**

**Medical, Vision, Life, Mental Health, Direct Deposit, Credit Union, Deferred Comp, Retirement, Sick and Vacation Accrual, Tuition Reimbursement**

**Send resume, references, and salary requirements to:**

**Jessica Wilkins-Bibbs- Director, Human Resources**

**[jrwilkin@franklincountyohio.gov](mailto:jrwilkin@franklincountyohio.gov)**

**(614) 525-5984**

**No Fees**

**EOE**