



Bristol-Kendall Fire Protection District

103 East Beaver Street
Yorkville, IL 60560-1704
Phone: 630-553-6186
Fax: 630-553-1482



Information Technology Administrator

The Bristol Kendall Fire Protection District and Oswego Fire Protection District will be jointly hiring an Information Technology Administrator. The position will work 40 hours a week splitting the time between both fire districts. The Bristol Kendall Fire Protection District staffs three stations with a combination of full time and part time members. The Oswego Fire Protection District staffs four stations, a fifth station is being planned, with full time members.

The Information Technology Administrator position requires excellent interpersonal relationship skills, effective communication skills, and the ability to work well with teams and supervisors. The ideal candidate will have a highly productive work ethic and be extremely organized.

Essential Functions:

- Develops and recommends, and upon approval, implements information technology policies and procedures.
- Assumes responsibility, whether supervisory or direct, for general hardware and software installation and repairs.
- Assumes responsibility, whether supervisory or direct, for data storage and data backup.
- Coordinates and assists with IT vendors in hardware and software installations and repairs.
- Assists in the preparation of the Annual IT Budget.
- Assumes responsibility, whether supervisory or direct, in maintaining a hardware inventory list.
- Responsible for the weekly reconciliation of the IT work order listing.
- Responsible for data entry work assigned to the IT.
- Responsible for data scanning entry work assigned to the IT.
- Assists in answering incoming phone calls and gives out routine information to citizens as required.
- Assumes responsibility, whether supervisory or direct, training all personnel on IT equipment and software.
- Performs other assignments as requested by staff.
- Responsible for Duty Phones, I-Phones, I-Pads.
- Responsible for the telephone system.
- Responsible for the audio-visual system and video conference.
- Responsible for door access – keys and FOBs.
- Responsible for the security system and cameras.
- Responsible for the district website

Qualifications:

Required Knowledge, Skills, and Abilities:

- High-level knowledge of commonly used software, hardware, and applications:
 - Computing hardware
 - Strong networking knowledge (WWAN/LAN/VPN)
 - Expert in managing Windows based machines.
 - Experience in working with Apple devices.
- Professional composure, tact, and courtesy when dealing with the public.
- Strong oral communication skills to gather information from employees and explain complex technical issues in simple language.
- Ability to establish and maintain effective working relationships with others.
- Analytical and problem solving in following written and oral instructions.

Desired Experience and Training:

- Must possess a high school diploma or G.E.D. certificate.
- Minimum 2 years of experience in IT support or similar position.
- An associate degree in computer science is desirable.

Desired Licenses/Certifications/Registrations:

- Certifications relating to IT Administration but not limited to:
 - CCNA
 - CompTIA Security+
 - CompTIA Network+
 - CompTIA A+

Compensation and Employment:

- Salary: \$75,000
- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- IMRF Pension
- 457 Plan (Optional)
- District Cell Phone
- Vacation and Sick Paid Leave

Submit a letter of intent and resume to the Bristol Kendall Fire Protection District, Station #1 103 Beaver St., Yorkville, IL 60560 by 5:00 p.m. on March 15, 2024.

Qualified and selected candidates will be notified via email regarding details during the process.

The tentative timeline for the hiring process is:

1. Resume review- Week of March 18
2. Interview – Week of March 25
3. Approval of hire- April 11, 2024