



**Public Health**  
Prevent. Promote. Protect.

Macon County Health Department  
Decatur, Illinois

# Macon County Health Department Job Opening

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<b>Job Title:</b>	IT Support Specialist Assistant
<b>Job Type:</b>	Full-Time
<b>Company Overview:</b>	The Macon County Health Department is a Certified Local Health Department that provides clinical and social preventive services for all ages through the operation of various programs, services, and partnerships. Our vision is to lead Macon County to be one of the healthiest counties in Illinois and our mission is to promote the health and healthy practices of all residents of Macon County.
<b>Summary:</b>	Job responsibilities of the IT Support Specialist Assistant will include, but are not limited to, assisting and serving as a back-up to the IT Support Specialist, solving technical problems by phone and/or in person, configuring and deploying computers to end users, assisting with repairs and upgrades to the MCHD network and computer systems, troubleshooting technology issues, completing help desk tickets in a positive manner, assisting with IT inventory and asset maintenance, conducting research on IT related products and services, evaluating new software and systems for use within the MCHD, and providing training, guidance and evaluation for all MCHD staff as it relates to information technology and communication systems, including but not limited to creating and providing staff training.
<b>Minimum Qualifications:</b>	Associates Degree in the field of Computer Science and/or equivalent work experience
<b>Salary:</b>	\$45,100
<b>Position Benefits:</b>	35 hr. work week 12-14 holidays/year Paid time off Partial employer contribution to IMRF retirement plan Health Insurance/Dental Insurance/Vision Insurance Employee Assistance Program Employee Discounts Paid Parental Leave
<b>How to Apply:</b>	Applications can be picked up at the Macon County Health Department Front Desk at 1221 E. Condit, Decatur, Illinois, or you can go to our website, <a href="http://www.maconchd.org">www.maconchd.org</a> to print a copy of the application. Completed applications should be emailed to <a href="mailto:hr@maconchd.org">hr@maconchd.org</a> .

*The Macon County Health Department is an Equal Opportunity Employer and Drug Free Workplace.*