

MCHENRY COUNTY CONSERVATION DISTRICT  
RESOLUTION #20-104

APPROVING A MODIFIED JOB DESCRIPTION FOR THE IT SPECIALIST/ADMINISTRATIVE ASSISTANT POSITION, WHICH INCLUDES A RECOMMENDED CHANGE IN TITLE FROM IT SPECIALIST/ADMINISTRATIVE ASSISTANT TO IT SPECIALIST (ADMINISTRATION - GRADE 15) EFFECTIVE DECEMBER 1, 2020

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**WHEREAS**, the McHenry County Conservation District (hereinafter referred to as the "District"), is a conservation district organized and existing under the laws of the State of Illinois (70 ILCS 410); and

**WHEREAS**, the IT Specialist/Administrative Assistant position has been in place since 2013; and

**WHEREAS**, it was determined that the job description used for the current position needed to accurately reflect the work duties currently done by this position; and

**WHEREAS**, this position focuses more on IT related initiatives rather than Administrative tasks,

**WHEREAS**, the District is empowered to enter take such other actions as may be necessary for the proper conduct of its affairs (70 ILCS 410/12); and

**WHEREAS**, the parties hereto have determined that it is in the best interest of the District to change this position.

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Trustees of the District that it is necessary, desirable, and in the best interest of the District to modify the job description for the IT Specialist/Administrative position, which includes a recommended change in title from IT Specialist/Administrative Assistant to IT Specialist (Administration - Grade 15) effective December 1, 2020, and the President and Secretary of the Board of Trustees are hereby authorized to execute this resolution and any documents necessary to execute the intent of this resolution..

**IN WITNESS WHEREOF**, this Resolution #20-104 has been executed this 19<sup>TH</sup> day of November, 2020 by the President and attested by the Secretary of the Board of Trustees of the District.

Ayes:   7  

Nays:   0  

Absent:   0  

Abstain:   0  

  
PRESIDENT  
BOARD OF TRUSTEES

  
SECRETARY  
BOARD OF TRUSTEES

## **McHenry County Conservation District Job Description**

**Job Title: IT Specialist/ Administrative Assistant**  
**Division: Administration and Finance**  
**Reports To: Director of Administration and Finance**  
**FLSA Status: Non-Exempt/Regular Full-Time**  
**Location: Brookdale**  
**Salary Level: 15 (Administrative)**  
**Approved By: Executive Director**  
**Approved Date: 2/1/2010**  
**Modified: 4/29/2013**

### **Summary**

The IT Specialist/ Administrative Assistant is responsible for clerical work in collection, and processing of data and information, which is performed in support of a number of clerical functions and operations. This position is responsible for performing office work within the context of well-defined procedures, practices, methods and parameters. Work involves maintaining and operating an accurate record system functions; validation and verification of records/ documents; preparation of reports required for internal management and/or other agencies; telephone interface with the public; serve as the main District staff contact for IT matters, and the maintenance of special control records. Contact with the public is required. Work is subject to occasional review upon completion for adherence to the Administrative branch standards, procedures and processes.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

1. Handles general clerical assignments including typing, copying, faxing, data entry, filing, reception, and customer service.
2. Performs standard secretarial duties which may include typing of a variety of materials including memos, letters, outlines, and reports as well as use of switchboard equipment.
3. Maintains logs, records and documents.
4. Prepares monthly, quarterly, and other operating reports as well as special reports.
5. Maintains internal operating records/ reports.
6. Stays informed of rules, regulations, and ordinances pertinent to functional operations.
7. Receives public questions, complaints, and problems regarding procedures and functions.
8. Completes service requests received from the public or District staff and transmits these to the appropriate field staff.
9. Administers the District's Records Retention Management policy. Work includes, but not limited to assisting various divisions in compiling a record's retention schedule, facilitating the proper destruction of records that have reached their retention schedule, maintaining the database of the records currently stored off site and then they reach their retention schedule, and captures digital images of records as deemed necessary.
10. Acts as the District's IT coordinator and assists the District's third party IT administrator in servicing the District's IT needs. Work includes, but not limited to, installing software updates (i.e., antivirus); maintains database of District PC equipment; create and manage user accounts and emails; coordinates and facilitates IT Committee meetings; set-up new PC's; researches and orders new equipment to replace old damaged equipment; receive third party IT administrator invoices and

- verify them with the site receipts, quotes, etc.; and troubleshoots staff's PC problems and coordinates with repair with third party IT administrator if unable to fix on own.
12. Maintains the District's geocache program including the processing of permits, handling questions or requests, assisting with geocache programs and informational handouts, and assist in the District's geocache events.
  13. Assists the Communications branch as needed including posting and updating information on the District's website, preparing letters and other mailings, and assisting at public relation events and activities.
  14. Prepares orders for the purchase of needed materials and supplies or for specialized service purchases.
  15. Monitors daily reports from server to verify backup and test restores.
  16. Maintains accurate control of files.
  17. Assists in the purchasing of materials, equipment, supplies and services needed by the divisions.
  18. Maintains an awareness of proper worker safety procedures and guidelines and applies these in performing daily activities and tasks.

**Marginal Duties** include the following.

1. Prepares and submits annual tax bills.
2. Maintains the District's intranet.
3. Coordinates District wide uniform orders.
4. Performs daily inspections of Brookdale's AED.
5. Informs supervisor of any undue lag in timely receipt of various forms and documents from field locations.
6. Creates and maintains databases distributing information as needed.
7. Assists with the maintenance of office phones, copies, and other equipment by contacting vendors' repair personnel, when needed.
8. Serves as a back-up to the Customer Service Specialist.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

**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.

### **Education and/or Experience**

An Associate's degree (A. A.) or equivalent from two-year college or technical school in secretarial science, business office management, or related field ; and minimum three years of related experience and/or training in administrative work; or an equivalent combination of education and experience.

### **Certificates, Licenses, Registrations**

1. Possess a valid driver's license.
2. Possess or the ability to obtain First Aid/CPR certification within one year from date of employment.

**Other Qualifications**

1. Working knowledge of administrative and secretarial practices and procedures.
2. Considerable knowledge of business English, spelling, punctuation, grammar, format, vocabulary, composition and tone.
3. Considerable knowledge of modern office practices, procedures, and equipment, including knowledge of computer software, hardware, and peripherals.
4. Knowledge of the methods applied in using a Local Area Network.
5. Good knowledge of the District's mission, organization, operations, policies, and procedures.
6. Good knowledge of the geography of the District.

**Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Microsoft Word, Excel, Access, PowerPoint and Outlook software programs as well as Adobe Dreamweaver (Internet/Intranet) software.

**Other Skills, Abilities, and Requirements**

1. Ability to drive a motorized vehicle to perform various job related functions.
2. Demonstrated skill in the use of personal computers and related office machines.
3. Skill in the use of telephone/ switching systems.
4. Skill in making decisions according to established policy.
5. Considerable skill in composing correspondence on routine matters and in performing normal office management functions without specific direction.
6. Demonstrated skill in maintaining moderately complex records and prepare reports from varied statistical or narrative information.
7. Skill in making arithmetic computations with speed and accuracy.
8. Interpersonal skills needed to effectively communicate and maintain relationships with staff and the public.
9. Ability to work independently with minimal supervision.

**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.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include ability to adjust focus.

**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.

Generally, duties of this Job are performed indoors on a computer. The noise level in the work environment is usually moderate.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.*

## McHenry County Conservation District Job Description

**Job Title:** IT Specialist/~~Administrative Assistant~~  
**Division:** Administration and Finance  
**Reports To:** Director of Administration and Finance  
**FLSA Status:** Non-Exempt/Regular Full-Time  
**Location:** Brookdale  
**Salary Level:** 15 (Administrative)  
**Approved By:** Executive Director  
**Approved Date:** 2/1/2010  
**Modified:** [11/19/2020](#)~~4/29/2013~~

### Summary

The primary responsibility of the IT Specialist is to serve as the first line of support for all computer related questions and problems for all District staff. This includes, but is not limited to computers, tablets, and other devices accessing District servers or data, software and hardware, as well connectivity to the servers both locally and remotely. The IT Specialist will work with the District's third party IT consultants to address issues that are beyond ~~his/her~~their level of expertise. The position works closely with the District's third party IT consultants and the Director of Administration and Finance (~~DOAF~~) to ensure the District's networks/servers are operating efficiently and that all servers, data and hardware are secure from malware, ransomware, viruses and all other security threats in accordance with industry standard and best practices.

The position is responsible for ensuring all staff are kept up-to-date on cyber-security best practices which includes, but not limited to, developing and administrating trainings ~~and~~ and educational sessions ~~and~~ as well as monitoring staff adherence to related information systems policies and guidelines. Additionally, ~~The~~ the position is responsible for safeguarding the District's data; ensuring adequate systems and procedures are in place to reliably backup all District network data offsite on a daily basis; and testing the integrity of the backed up data.

This position requires strong interpersonal skills as it will routinely work with employees at all levels of the organization. The position will also provide administrative assistance to the Administration Division~~department~~; taking on non-IT/computer related projects; and providing customer service as needed for the District general phone line and front desk. Work is subject to occasional review upon completion for adherence to the Administrative branch standards, procedures and processes.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

1. Serves as the first-line IT/computer support for all employees, working independently to provide answers and solutions for all hardware and software related issues and questions; including peripheral devices such as printers and monitors, as well as other devices that might access District networks, servers and/or are used to capture or manipulate data for District purposes, such as: iPads, tablets, cell phones.
  - a. Researches solutions and calls upon outside IT consultant expertise as needed.
2. Oversees the daily backup of all network servers; ensuring all essential files have been completely and accurately backed up.
  - a. Ensure the backups are safeguarded off-site and routinely test the backups through restoration of files from backed up copies to ensure the integrity of the systems, processes and files.
  - b. Responsible for updating Disaster Recovery policies to ensure reliable and timely recovery of District servers and data in accordance with industry best practices.

3. Works with third 3<sup>rd</sup>-party IT consultants to over-see the protection of the District's servers, computers and all other devices accessing the District networks to ensure the networks and data are protected from viruses, ransom-ware and all other security threats.
  - a. Requires staying abreast of current industry threats and solutions and working with IT consultants to ensure the District is adequately protected in accordance with industry best practices.
  - b. Responsible for ensuring all employees have adequate trainings and knowledge to protect the District's IT infrastructure and data against all cybersecurity threats.
  - c. Responsible for establishing accessibility restrictions and policies including password restrictions.
4. Maintains an accurate and up-to-date inventory of all IT related hardware, software and maintenance related contracts; for computers, tablets, smartphones and other devices that interact with the District's IT networks and/or process or collect data that is eventually stored on the District servers.
5. In consultation with third party IT consultant, develops a schedule of IT/computer replacement needs for the next fiscal year as well as works with DA&F Director of Administration and Finance to develop a related annual budget.
  - a. Analyzes user requirements, procedures and software needs to properly match users with necessary IT equipment.
6. Responsible for the initial installation and setup of software (and hardware for basic accessories and upgrades) on new computers and devices; ensuring the most current and/or compatible software versions are installed.
  - a. Responsible for updating all software on individual computer devices to ensure it remains up-to-date and compatible with District IT network.
7. Assisting the third party IT consultant to ensure only trusted and work related software exists on District owned computers, tablets, cellular phones and other devices that could potentially access or exchange data with District servers.
8. Monitors and maintains internet accessibility and remote connectivity at all District sites and for all remote access points.
  - a. Initiates and coordinates any needed fixes or repairs by third party IT consultants and third party internet providers.
  - b. Stays abreast of industry trends and evaluates alternative solutions for cost effectiveness and reliability.
  - c. Works with individual employees to resolve residential remote connectivity issues.
9. Administrates and coordinates the purchasing of IT/computer related hardware and software; procuring all required quotes, generating purchases requisitions, and making recommendations to the Director of Administration and Finance OAF.
  - a. Works with all departments to coordinate purchasing and assist as needed in procuring IT/computer related hardware and software.
10. Serves as the project administrator and coordinator on IT related projects; this could include, but is not limited to, working with third party IT consultants to evaluate alternative solutions, make recommendations for preferred solutions, and coordinating as well as administrating the implementation of the project.
11. Monitors District's server space needs to ensure both current and future space capacities are provided for.
12. Work with third party IT consultant to ensure all network server software updates, fixes and patches are initialized in a timely manner and as well as in accordance with industry standards and best practices.
  - a. Monitors server reports daily and reports any significant exceptions to third party IT consultant and Director of Administration and Finance DOAF.
13. Assist managers and staff as needed in evaluating and implementing software applications and solutions in all District areas, such as: program registrations, customer database management, automated time capture, website and intranet, etc.,
  - b. Maintain administrative level knowledge on software applications, as needed or directed, in order to assist staff in setting up, managing, and maximizing the use of software applications.

14. Administrates the District's email accounts; setting up new users, managing password protocols, deactivating and limiting access as needed.
15. Maintains the District's intranet site; ensuring accessibility and assisting with informational updates and design/layout modifications as needed.
16. Administers the District's Records Retention Management policy. Responsibilities include, but are not limited to:
  - a. Assisting ~~various~~ divisions in compiling a record's retention schedule.
  - b. Coordinating and overseeing the proper destruction of records that have reached their retention schedule; in compliance with all local, State and ~~F~~federal laws as well as ~~nd~~ regulations.
  - c. Manage the database of the records currently stored off site and when they reach their retention schedule.
  - d. Capture digital images of records as deemed necessary.
17. Maintains an awareness of proper safety procedures and guidelines and applies these in performing daily activities and tasks.

**Marginal Duties** include the following.

1. Prepares and submits annual property tax bills.
2. Maintains the District's geocache program including the processing of permits, handling questions or requests, assisting with geocache programs and informational handouts, and assist in the District's geocache events.
3. Assists the ~~Communications~~Marketing branch as needed including posting and updating information on the District's website, preparing letters and other mailings, and assisting at public relation events and activities.
4. Performs daily inspections of Brookdale's AED.
5. Maintains the District's alarm system access database.
6. Maintains logs, records and documents as assigned.
7. Prepares monthly, quarterly, and other operating reports as assigned.
8. Creates and maintains databases as needed.
- ~~9. Maintains an awareness of proper worker safety procedures and guidelines and applies these in performing daily activities and tasks.~~
- ~~10.9.~~ Handles general clerical assignments including typing, copying, faxing, data entry, and filing as needed.
- ~~11.10.~~ Stays informed of rules, regulations, and ordinances pertinent to functional operations.
- ~~12.11.~~ Assists with the maintenance of office phones, copies, and other equipment by contacting vendors' repair personnel, as needed.
- ~~13.12.~~ Provides customer service to customers as needed.

~~All other responsibilities assigned.~~

#### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

**Qualifications** To perform this job successfully, an individual must be able to perform each of the essential duties 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.

### **Education and/or Experience**

An Associate's degree (A. A.) from an accredited college in a computer related science field or IT educational certificates equivalent to:

Comptia A+, Server +, Network +, Three (3) years of IT/computer related experience in a business/network setting of virtual servers supporting at least 30 full-time employees with a hybrid of local network and cloud based computing applications. Or equivalent combination of education and experience.

### **Certificates, Licenses, Registrations**

1. Possess a valid driver's license.
2. Possess or the ability to obtain First Aid/CPR certification within one year from date of employment.

### **Other Qualifications**

- ~~1. Must have a flexible schedule that allows for some weekend and evening hours as needed.~~
- 2.1. Intermediate level of knowledge of Microsoft Office software including; Excel, Word, PowerPoint.
- ~~3.1. Advanced level of knowledge with Microsoft Access software or other equivalent database management software.~~
- 4.2. Working knowledge of wireless systems and remote computer and network connectivity.
- 5.3. Working knowledge of cellular internet and network connectivity.
- 6.4. Working knowledge of audio/visual systems and network connectivity.
- 7.5. General understanding of the PC hardware components and the knowledge and ability to make basic physical repairs to computers as needed, including replacing hard drives, fans and adding peripheral accessories as needed.
- 8.6. Good knowledge of the District's mission, organization, operations, policies, and procedures.

### **Reasoning Ability**

Ability to understand complex systems. Ability to analyze and resolve most computer related problems and issues independently; utilizing a wide variety of resources and references including 3<sup>rd</sup> party IT consultants as needed. Ability to oversee projects relying on only general written and/or oral instructions.

### **Computer Skills**

To perform this job successfully, an individual should have advanced level of knowledge Advanced level of knowledge with Microsoft Word, Excel, Access, and Outlook software programs Access software or other equivalent database management software.

### **Other Skills, Abilities, and Requirements**

1. Ability to drive a motorized vehicle to perform various job related functions.
2. Skill in the use of telephone and cellular communication devices and systems.
3. Skill in making decisions relying on only general guidelines, experience and knowledge.
4. Strong verbal and written communications skills.
5. ~~Demonstrated Excellent~~ keyboard/typing skills.
6. Demonstrated skill in maintaining moderately complex records and prepare reports from varied statistical or narrative information.
7. Interpersonal skills needed to effectively communicate and maintain relationships with staff and the public.
8. Ability to work independently with minimal supervision.
9. Must have a flexible schedule that allows for some weekend and evening hours as needed.

**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.

While performing the duties of this Job, the employee is regularly required to sit; use hands and fingers to handle or feel, talk and hear. The employee is frequently required to stand; walk and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include ability to adjust focus.

**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.

Generally, duties of this Job are performed indoors on a computer. The noise level in the work environment is usually moderate.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.*