

## EMA DATA MANAGEMENT SPECIALIST

The EMA Data Management Specialist is an individual with a background in computer science and network administration. This individual participates in the growth and maintenance of the county's 9-1-1 and Emergency Management Agency LAN and also aids in administering the various software and hardware platforms used throughout the Agency. Work is performed under the indirect supervision of the Director of Emergency Management.

### **Examples of Work**

Assists with 9-1-1 and Emergency Management Agency LAN

Diagnoses, troubleshoots, and resolves hardware, software and network problems.

Maintenance of the Department Web Page.

Maintains familiarity with industry development in hardware and software and ensures that the Agency is in a position to take advantage of developments that could enhance productivity and/or increase capacity.

Network administration

Set up and install PCs and associated software and peripheral hardware such as printers, etc.

Provide support for users on system hardware and software applications.

Implement applications for use on the LAN and WAN.

### **Minimum Qualification and Experience**

A two-year Associate Degree in Computer Science or equivalent work experience in the field is acceptable.

**The hourly rate of pay is \$16.97.**

**Interested candidates should submit an application and/or resume to the Commissioners' Office:**

**Indiana County Courthouse  
2<sup>nd</sup> Floor, Commissioners Office  
825 Philadelphia Street  
Indiana, PA 15701  
Or email to [mmiller@indianacountypa.gov](mailto:mmiller@indianacountypa.gov)**