

**WACCAMAW ECONOMIC OPPORTUNITY COUNCIL, INC.**  
**CONWAY, SOUTH CAROLINA**  
**JOB DESCRIPTION**

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POSITION: IT ASSISTANT	GRADE: 6
COMPONENT: IDC/CSBG/HS	STATUS: NON-EXEMPT
REPORTS TO: IT MANAGER	SALARY RANGE: \$14.37 - \$21.49

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**I. QUALIFICATIONS:**

- Basic knowledge of PC hardware that may include:
  - Diagnosing a problem.
  - Replacing and reloading a hard drive.
  - Adding ram.
  - Changing out a power supply.
  - Configuring a new printer.
  - Ability to build a computer from scratch is a plus.
- Advanced knowledge of the Microsoft Windows operating system from Version 7 to Version 10. The ability to do a ground up installation of Windows is necessary.
- Working knowledge of the Microsoft Office Suite.
- Working knowledge of the Google family of applications.
- A general understanding of networking concepts such as shared resources, users, and user rights.
- Working knowledge of web sites to include: registration, hosting, and content development.
- A valid South Carolina driver's license and the ability to safely operate a motor vehicle.
- The ability to occasionally lift up to 75 lbs.
- The ability to successfully pass a criminal background check.
- The ability to effectively communicate basic computer and systems operating skills to new staff.

**II. DUTIES AND RESPONSIBILITIES:**

- Assist the IT Manager with the agency's technology needs.
- Manage and maintain the Head Start home based computers.
- Work with the IT Manager for planning and implementation of required technologies.
- Provide support to other agency employees for technical systems and software applications.
- Perform other assigned duties and tasks as deemed necessary by the IT Manager.
- Travel as necessary between the 3 counties in the agency service area.

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SIGNATURE

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DATE

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PRINT NAME