

**ODE College to County Mentorship Program
Department of County Assets
Information Technology**

**SEASONAL TEMP POSITION: June through September
SALARY: \$15.00 hr. (20 – 40 hours per week, Monday – Friday)
LOCATION: 501 SE Hawthorne Blvd., Portland, OR 97214**

Department solicitation and Department or Division description:

Our Mission:

Multnomah County IT professionals leverage technology to drive innovation, efficiency, and cost-savings, helping government respond effectively to community needs.

Our Vision:

Multnomah County IT helps citizens and county employees get the data they need. Any time, any place.

Job Task Description:

This position will assist in maintaining software and hardware asset information in the county's asset tracking tools. This requires working with asset changes made throughout the county for IT desktop devices. Requires the ability to query data, work with other IT teams, customers and systems to determine the correct information. Asset information is critical to many areas of our business. It is important for asset information to be accurate. This position will be responsible for working with the IT team to ensure asset information is accurate and updated in the IT asset tracking tools.

- Verify asset data in tracking tools
- Query data using county asset tracking tools
- Update data based on information gathered by researching current information, reviewing changes made to assets, contacting other IT team members and contacting customers assign to those assets
- Update excel or Google sheets spreadsheets with new information
- Assist in reviewing the current asset tracking process and make suggestions for improvement to the process

Knowledge/Skills/Abilities:

- Ability to work with the county asset tracking tool
- Ability to review data and make decision based on that data for updates to asset records
- Ability to work with other team members to locate the correct information to be updated in the IT asset tracking tools
- Ability to communicate with customers via phone, email or in person to verify data

- Familiar with using a PC or laptop running Microsoft Windows
- Ability to both follow directions and work independently
- Ability to work with customers in a diverse environment
- Familiarity with Microsoft Excel and Google products a plus
- Ability to treat all staff and customers with dignity and respect

Veterans' Preference: Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our veterans' preference website for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the box below. Clearly explain how those skills and/or qualifications apply.

Application Instructions:

Please fill out and submit an application for this position through the form link provided by your program coordinator. The deadline for submitting online application is April 3, 2018 at 12:00 AM.