

# SUMTER

## FAMILY HEALTH CENTER

Caring For Our Community's  
Health and Well Being

### JOB POSTING

#### Computer Systems Specialist

**Position Summary:**

Install and support an organization's local area network (LAN), wide area network (WAN), and Internet system or a segment of a network system. Maintain network hardware and software. Monitor network to ensure network availability to all system users and perform necessary maintenance to support network availability. Coordinate, and implement network security measures. Provide technical expertise in Windows based computing environment.

**Qualifications:**

- Degreed in Computer Science, Computer Technology or related field desired.
- Thorough knowledge of the Windows desktops and Windows based networking environment.
- Detailed knowledge of desktop applications (Word, Excel, PowerPoint, and Outlook).
- Knowledge of VPN and firewall applications.
- Practical experience supporting PC hardware and software.
- Strong troubleshooting skills.
- Effective work prioritization and time management skills.
- Excellent customer service skills and professional attitude.
- Ability to work independently and follow directions appropriately.
- Excellent oral and written communication skills.
- Willingness and ability to work flexible hours as required.
- High capacity for learning new technologies.
- Ongoing personal development training.

**Work Environment Category:**

Very busy atmosphere. Highly stressful when dealing with individual personalities of co-workers, patients, and other business related phone calls. Potential for rare exposure of blood-borne diseases (Category II). Potential for rare exposure to chemical hazards (Category B).

**Physical Requirements:**

Considerable standing, walking, sitting, reaching stooping, bending, kneeling and crouching. Carrying and climbing ladders to access network wires. Lifts supplies/equipment up to 30lbs frequently and/or up to 40 lbs occasionally. Must have sufficient visual acuity to work with computers and other business equipment. Must be able to communicate effectively both orally and in writing. Must possess the ability to utilize good, sound judgment and work under stress in a busy environment.

**Schedule and Benefits:**

Full-time position with comprehensive benefits package including health, dental, vision and life insurance, as well as paid time off and holiday pay.

**How to Apply:**

If you are interested in applying, please download and print an application from our website:

[www.sumterfhc.com](http://www.sumterfhc.com). Return your completed application to:

Sumter Family Health Center

Attn: Human Resources

1278 N. Lafayette Drive

Sumter, SC 29150