



CRAWFORD COUNTY
MENTAL HEALTH CENTER

CCBHC

Certified Community Behavioral Health Clinic

3103 N. Michigan Street
Pittsburg, KS 66762

620-231-5130
www.crawfordmentalhealth.org

Crawford County Mental Health Center is taking applications for a **full-time IT Specialist**. This position is responsible for maintaining computer systems and networks aiming for the highest functionality.

Qualifications:

- Bachelor's degree in computer science, information technology, or a related field, or six or more years of professional experience in a related field, or any similar combination of education and experience.
- Thorough knowledge of server software and hardware, networking, and operating systems.
- Experience with telecommunications, video conferencing, related devices, and software.
- Excellent communication skills and the ability to interact well with agency staff.
- Ability to work under pressure with time constraints and deadlines.
- Maintain the highest level of integrity and ethics.
- Excellent problem-solving, organizational, and time management skills.
- Self-motivated, detail-oriented, and capable of working both independently and in a team setting.
- Valid driver's license and willingness to travel locally between offices or sites as needed.
- Ability to lift and move IT equipment as part of day-to-day duties.

Essential Job Functions:

- Shared responsibility for maintaining, securing, and troubleshooting IT infrastructure, including but not limited to servers, networking, telecom, and computer systems.
- Administration of the Microsoft 365 Suite, including Intune, Exchange Online, Entra ID, Teams, SharePoint, and Universal Print.
- Diagnose and resolve hardware and software issues, including peripheral devices, operating systems, and specialized applications.
- Provide on-site technical support for staff across multiple sites.
- Respond to help-desk tickets, phone calls, and email requests to provide timely technical assistance.
- Maintain accurate documentation of system configurations, processes, and support ticket activities.
- Coordinate with multiple departments to understand technological needs and deliver solutions.
- Create and manage user accounts and groups within Microsoft 365 and Active Directory.
- Deploy workstations, software, and peripherals to new employees.

- Conduct or participate in training for technology, compliance, and related equipment.
- Assist with researching, procurement, and inventory of agency computers, peripheral devices, and other electronic devices.
- Configure and manage door access systems, keycard management, and security protocols.
- Manage mobile phones and accounts.
- Participate in future projects and adapt to evolving technological needs.

Salary and benefits package starts at \$57,000. Benefits package includes participation in KPERS Retirement System, health, dental, and life insurance, as well as paid time off and paid sick leave.

Position open until filled

Apply online at <https://www.crawfordmentalhealth.org/careers/>

Or Send resume and references to:

Human Resources
911 E. Centennial
Pittsburg, KS 66762
620-235-7148 Fax
careers@cmhccc.org

Equal Opportunity Employer

Please indicate IT Specialist on your application or resume.