

## **JOB OPENING**

**FULL TIME POSITION** : Management Services Administrator

Position Location : Whiteside County Courthouse

Pay Grade : 35

Hours: 40 hours per pay week/80 hours per pay period.

The Management Services Administrator shall maintain the County-wide network to include planning and coordinating the purchases/leases and installation of all current and future computer systems that are to be networked. Assure compliance with the County's computer-use policies. Oversee the management of capitalized fixed asset inventory pursuant to Code. Perform other duties as required.

A full job description is available in the County Administrator's office.

Send applications to : Whiteside County Administrators office  
200 East Knox Street  
Morrison, IL 61270

Closing date: November 12, 2008  
EOE