**IT Systems Analyst** – VOORHEES TOWNSHIP, Camden County, is seeking a qualified applicant to provide software and hardware support to all township staff. ​In addition, this role will also support the Technology Services team with various IT projects. This position is responsible for troubleshooting computers, peripherals, standard software and escalating cases. ​ This individual will apply proven communication skills, problem-solving skills and knowledge of best practices to execute the configuration, integration and deployment of hardware and software systems. ​

**RESPONSIBILITIES:**

* Log all support requests that are opened via phone call, email or submitted.
* Provide hands-on and remote support for all workstations; provide expertise on support services when requested.
* Hardware and software procurement and disposal.​
* Manage all local and network printers.
* Perform regular system upgrades.
* Remove old equipment and perform data migration to new machines
* Other duties as assigned. ​

 **QUALIFICATIONS:**

* Excellent customer service, interpersonal, organizational and communication skills.​
* Ability to work in a fast paced changing environment.​
* Strong technical understanding of various hardware, software and networking systems.
* Experience with Microsoft Operating Systems and software. ​
* Ability to learn new processes and procedures. ​
* Ability to translate technical terms into non-technical language; understanding of computer terms and acronyms. ​
* Communicate effectively, orally and in writing. ​
* Desire to work collaboratively and effectively with users, outside resources and others. ​
* Industry certifications, Associate’s degree or Bachelor’s degree.
* Previous work experience desired but not required.

Candidates are required to send cover letter and resume to applicant@voorheesnj.com EOE