

IT Systems and Data Specialist

Employer: Noble County (IN) Government

Location: Albion, Indiana – Onsite

Job Type: Full-time, Exempt (Salaried)

About the Role

Noble County (IN) Government is seeking an IT Systems and Data Specialist to support the day-to-day technology operations of county government departments. This position reports directly to the CIO/CTO and is responsible for supporting various business applications, database-backed systems, and end-user computing environments while delivering strong customer service and responsive technical support to county staff. The role also assists with backup and disaster recovery processes, supports database and reporting platform maintenance, and works with vendors and end users to resolve technical issues involving hardware, software, access, and reporting.

Key Responsibilities

- Support database servers (Microsoft SQL, PostgreSQL, MySQL) and other database-backed applications; develop, run, and maintain reports, dashboards, and data extracts using tools such as SQL Server, Crystal Reports, SSRS, and Power BI.
- Provide high-quality help desk and end-user support, including software installation, troubleshooting, remote support, issue follow-through, and clear communication with non-technical users.
- Work with county departments to understand reporting needs, improve data quality, validate results, and recommend practical IT improvements that support operational goals.
- Monitor critical IT infrastructure, including servers, storage, backups, and business applications, and coordinate issue resolution with IT staff and vendors.
- Assist in the deployment, monitoring, and testing of backup and disaster recovery procedures, including offsite storage of critical data.
- Assist with installation, configuration, maintenance, and troubleshooting of Windows and Linux servers, endpoint systems, storage platforms, and related software used by county departments.
- Assist with administration of Active Directory, file services, remote access tools, Group Policy, permissions, and related Windows Server functions.

Required Education and Experience

- Bachelor's degree in Computer Science, Information Technology, or a related field; or an Associate's degree with relevant work experience.
- New college graduates with relevant coursework, internships, or applied technical experience are encouraged to apply.
- Up to two or three years of hands-on experience supporting Windows Server environments, end users, and business applications is preferred.

Skills and Technical Knowledge

- Basic to intermediate knowledge of SQL servers, relational databases, report development concepts, and analytics/reporting tools.
- Strong analytical, organizational, troubleshooting, and customer service skills, with the ability to explain technical issues clearly to non-technical staff.
- Experience with Linux and Windows Server technologies such as Active Directory, Remote Desktop, security and protection tools, file services, and Group Policy.
- Experience with workstation support, software installation, configuration, troubleshooting, and remote support techniques.
- Experience with Hyper-V environments is preferred; working knowledge of SAN and NAS storage technologies is desired.
- Basic working knowledge of IP networking fundamentals, including DNS, DHCP, and connectivity troubleshooting, is desired.

Preferred Qualifications

- Experience with database servers, web servers, and related server technologies.
- Experience supporting IT operations in a public sector or local government environment.
- Experience with public safety applications such as Spillman.
- Demonstrated ability to provide courteous, responsive service to employees with varying technical skill levels.

Work Environment and Schedule

- Standard office environment, onsite Monday through Friday, 8:00 AM to 4:00 PM at Noble County facilities in Albion, Indiana.

- Availability outside of standard hours may be required to address critical system emergencies.
- Must be able to lift up to 25 lbs and possess a valid driver's license.

Noble County government operations are headquartered in Albion, IN. You can learn more about us by visiting our website: www.nobleco.gov

This position is full-time, salaried (exempt) with benefits: PTO plus holidays, employer-subsidized insurance (health, life, vision, dental), retirement plan, and a flexible work environment. Salary is competitive, based on a candidate's experience and fit with the job requirements. Candidates will be subject to a criminal background check.

Interested applicants are encouraged to submit a current resume and cover letter to:

Dave Baum, CIO/CTO
Noble County Information Technology
109 North York St.
Albion, IN 46701
dave.baum@nobleco.gov

Noble County is an equal opportunity employer. U.S. Citizenship required.