



## PASADENA FEDERAL CREDIT UNION

Pasadena Federal Credit Union is looking for an Information Technology Specialist to join us in engaging, educating, and inspiring our Pasadena community. The **IT Specialist II** will support the Credit Union's purpose, mission, and vision by providing quality service both internally and externally.

Under direction of the Information Systems Manager, installs, configures, monitors, and supports current network infrastructure and/or other applications/systems/programs. Assists with coordinating and maintaining technology systems and services, both on premises and hosted, including but not limited to: vendor management, asset management, operational reliability and predictability, project support, administrative support, and audit compliance.

### **Highlights Include:**

- Workstation administration, deployment, and desktop troubleshooting which includes support for calls, emails, and tickets from end users regarding IT issues and inquires.
- Installs, configures and maintains computer hardware, software, printers, scanners and any devices authorized by the Credit Union.
- Monitors or processes daily, monthly, quarterly and yearly IT jobs, implementing automation as necessary.
- Maintains and monitors network security through experience with firewalls, virus protections, VPN's, and internet connections and email filtering.
- Assists in working with external vendors for support on hardware and software as well as purchasing equipment needed for Pasadena FCU network infrastructure.
- Assists with maintenance of computer and printer equipment as needed.
- Documents and updates IT standard operation procedures for software/hardware installation and configuration.
- Performs data retrieval and report writing using SQL.

### **Experience and Education:**

- Two years to five years of similar or related experience. Basic SQL knowledge is required.
- A four year college degree or completion of a specialized, applicable course of study at a business or trade school.
- Experience in coding languages such as XML, Java, HTML, and JavaScript is desired.

If you are a positive, highly motivated candidate with a drive for your own personal performance and development, this may be the perfect fit for you.

Submit your resume to [careers@pfcu.org](mailto:careers@pfcu.org). Pasadena FCU is an Equal Opportunity Employer.