

## **Technology Field Representative/Special Project Leader – Information Technology**

Lackawanna County is seeking a Technology Field Representative/Special Project Leader for the Information Technology Department. This position reports to the Director of Information Technology.

Hours are 9:00AM – 4:00PM

### **KEY RESPONSIBILITIES**

- Assist management with special information technology projects within the information technology department as well as through the county.
- Assist management with the organization, function, and overall abilities of complex projects involving institutions and establishments not related to county departments.
- Work with businesses, colleges, the medical community, institutions, units of government, and other organizations to promote and establish the county's wireless project.
- Assist management with the establishment and progression and of the Wireless Information Technology Infrastructure Initiative.
- Work with all technology based projects related to economic development both at the initiation and implementation stage.

### **KEY QUALIFICATIONS**

- Proven experience with public relations.
- Experience working with administrative personnel at the local, state, county, and federal levels.
- Strong communication skills.
- Strong organizational, interpersonal and analytical skills with the ability to prioritize duties, complete work within deadlines, and transition from assignment to assignment effectively.
- Working knowledge and understanding of economic development projects involving technology, how to utilize resources required to complete the assigned tasks, and the ability to learn and implement new tasks quickly.

### **EXPERIENCE & TRAINING**

- Advanced degree is strongly recommended.
- Past economic development experience is strongly recommended.
- Combinations of experience and education may be considered.

Please submit your resume, application, and letter of interest no later than August 15, 2011 to:

Human Resources, Attn: HR Analyst  
Lackawanna County Administration Building  
200 Adams Ave 6<sup>th</sup> Floor  
Scranton PA 18503  
petersens@lackawannacounty.org

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