



Boone County Commission

Boone County Courthouse Annex
206 Court Street • Suite 300
Madison, WV 25130



Phone (304) 369-7301
Fax (304) 369-7306

JACOB MESSER

BRETT KUHN

JEFF PETRY

NOW HIRING: IT SUPPORT SPECIALIST

POSITION SUMMARY

The Boone County Commission is hiring a full-time Information Technology Support Specialist. You'll support daily IT operations across all county offices, working with desktops, servers, firewalls, printers, Microsoft 365, network hardware, and more. Typical hours are 8-4, Mon-Fri, but flexibility is required for after-hours projects or emergencies.

KEY RESPONSIBILITIES

- Troubleshoot and support user devices & systems
- Maintain servers, firewalls, printers, phones
- Install and support network infrastructure
- Administer Windows OS, Active Directory, Microsoft 365
- Lift, crawl, climb ladders, and move equipment as needed
- Maintain discretion with confidential data

QUALIFICATIONS

- 2+ years IT experience preferred
- Strong troubleshooting & communication skills
- Valid driver's license
- Pass drug screen (initial & random) and background check

BENEFITS

- \$50,000/year salary
- Health, dental, vision insurance (80/20 PEIA, Delta, VSP)
- 12 hrs sick leave & 8 hrs annual leave monthly
- WV Public Employees Retirement
- Paid holidays

HOW TO APPLY

Send resume & cover letter by May 16, 2025 at 4:00 PM to:
Boone County Commission, Attn: Michael Mayhorn
206 Court St., Madison, WV 25130
Or email: resume@boonewvema.gov

Questions? Call Michael Mayhorn at 304-784-0950

Boone County Commission is an at-will, equal opportunity employer.