



A NEW CENTER RISING

December,  
2015

***Cobo Center is looking to immediately hire an Information Technology Specialist.***

**Position Title: Information Technology Specialist**

**Job Summary:**

The Information Technology Specialist provides general IT and Networking Support in and around Cobo Center. This position is "hands-on" but also provides higher level IT support and technical design.

The IT Specialist must be a self-starter who can work well with people at all levels both internally and externally of the operations, be knowledgeable of all aspects of large building information technology, and must have the ability to work effectively with ever changing priorities and/or situations.

**Key Job Elements:**

- Performs analysis of network needs and contributes to design of network architecture, integration and installation.
- Evaluates and procures new technology and computer supplies.
- Keeps abreast of "State of the Art" hardware developments.
- Interacts with Internal and External customers to assure that network requirements and requests are addressed in a professional manner.
- Maintains network hardware and software, including servers, peripherals, network nodes, terminals and wiring.
- Works with consultants to ensure that the computer system platform provides sufficient computing resources to deliver the desired level of business performance.
- Coordinates with other departments in order to understand and meet their requirements.
- Evaluates network hardware and software requirements and capabilities and makes recommendations.
- Checks systems in order to optimize performance and to initiate recovery action after system failures.
- Provides support to and trains users in local area network administration and usage.
- Monitors and maintains network stability and security, collects and analyzes network and memory utilization, and installs and tests software upgrades.
- Manages computer operation scheduling, backup, storage and retrieval functions.
- Coordinates third-party maintenance for network hardware, software and telecommunications services.
- Develops or establishes strong relationships with service providers.
- Routes, installs and tests network cabling around facility.
- Develops, maintains and tests disaster recovery plans.
- Trains users in the operations of office productivity applications.
- Additional Duties as assigned

## **Qualifications:**

- Education – Bachelor's degree in Computer Science or a related field.
- Experience – 5 + years of progressively responsible experience in information technology. Supervisory experience preferred.
- Skills – Strong technical aptitude and working knowledge of networks, personal computers, large scale wireless technologies, voice/data communications, web hosting, etc.
- Well Developed Communication Skills – Good oral, written and listening skills. Good analytical skills, including ability to lead, facilitate, plan and organize.
- Physical Demands – This position requires cable installations that can be in rafters/catwalks and in close quarters. Must be able to work at heights of up to 30 ft. and able to pass a confined space fitness test.
- Customer Focus – Dedicated to meeting expectations and requirements of internal and external customers.
- Organized – Can marshal resources to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently.
- Problem Solving – Solves problems with effective solutions; asks good questions and probes answers; looks beyond the obvious and doesn't stop at the first answer.
- Team Player – Creates strong morale and spirit within team; shares wins and successes; fosters open dialogue; creates a feeling of belonging in the team.

## **TO APPLY:**

Please send a completed resume with cover letter to:

Human Resources  
Cobo Center  
1 Washington Blvd.  
Detroit, MI, 48226

EMAIL: [hr@cobocenter.com](mailto:hr@cobocenter.com)

No Phone Calls

This position offers a competitive salary and benefit package.

Cobo Center is an equal opportunity employer