

CONTRACTOR NEEDED

Contract IT Consultant

➤ Position Summary

Solid Waste Special Service District #1 dba Canyonlands Solid Waste Authority is seeking an experienced and dynamic IT Consultant to provide short-term, 1099 contract support the District's technology infrastructure. This role will coordinate, upgrade and establish a variety of IT systems, including servers, security cameras, website management, access control systems, and the transition of the District website to a .gov domain, while providing general technical support to ensure the District's operations run smoothly.

➤ Key Responsibilities

- Analyze existing IT systems, servers, networks and processes to identify areas for improvement and optimization.
- Oversee security systems upgrades, including cameras and access control.
- Monitor system performance metrics and troubleshoot implementation issues as they arise.
- Update, and troubleshoot the District website.
- Oversee the transition of the District website and related services from a .org to a .gov domain.
- Coordinate with vendors for IT projects and system upgrades.
- Provide general technical support and troubleshooting for staff.
- Ensure data security, system reliability, and compliance with relevant policies.
- Prepare detailed documentation of system configurations, changes, and updates for future reference.
- Conduct training sessions for staff on new technologies and systems as needed.



Qualifications

- Proven experience in IT administration, network management, and systems support.
- Familiarity with security cameras and access control systems.
- Experience with website content management and migration, including domain transitions.
- Strong problem-solving, organizational, and communication skills.
- Ability to work independently and coordinate across multiple projects.

Contract Details

- Short-term, approximately 6 months.
- Flexible hours; onsite presence required as needed.
- Compensation: Hourly or project-based, commensurate with experience.

*This is a project-based 1099 Independent Contractor position. You are responsible for filing your own taxes and benefits. Our only requirement is that you maintain excellent communication with us during the contract work. If Interested: Send relevant contract work experience and your fees to swssd1@swssd1.org. Job Type: Contract Work Location: Hybrid remote in Moab, UT 84532