

**PANAMA CITY-BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT
NORTHWEST FLORIDA BEACHES INTERNATIONAL AIRPORT**

JOB DESCRIPTION

CLASSIFICATION: Information Technology Specialist – **Part Time**

DEPARTMENT: Information Technology

SUPERVISOR: Information Technology Manager

EFFECTIVE DATE: October 1, 2025

PAY LEVEL: \$19.00 - \$22.00

DEFINITION: Responsible for assisting with the installation, maintaining and support of all networked electronic systems at the Northwest Florida Beaches International Airport. Primary role is to assist the Technology Team to ensure the smooth operation, security, and efficiency of the airport, tenants and traveling public.

EXAMPLES OF DUTIES: Assist in providing technical support for all networked electronic systems at the airport. Assist with setting up new user accounts, permissions, and passwords in Active Directory or similar systems. May perform routine maintenance of servers, networks, and databases. May monitor IT systems for performance and security issues and escalate as necessary. Maintain accurate IT documentation of assists, procedures and support activities, assist in onboarding/offboarding users and preparing equipment for new hires. Performs other duties as assigned.

QUALIFICATIONS: Associates degree in Information Technology or equivalent field, experience or course work may be supplemented for degree. Knowledge of operating systems including Windows and common networking protocols and cybersecurity. Strong problem-solving skills, attention to detail, self-starter and excellent communication skills are a must. To include the ability to work independently. Must possess a valid Florida driver's license. Applicants must be willing to work nights and/or weekends, if required.

MISCELLANEOUS REQUIREMENTS:

Must pass pre-employment drug testing as well as periodic testing in accordance with airport policy; must pass a 10-year, fingerprint-based, criminal history records check as required by the Transportation Security Administration.

WORKING ENVIRONMENT: Both indoor and outdoor working environment with exposure to dust and pollen; subject to a variety of extreme weather conditions; exposure to constant noise as well as fumes and odors.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SUMMARY:

Occasionally - Lift/Carry: 20-35 lbs., Push/Pull: 20-35 lbs., Kneel, Climb, Crawl, reach above shoulder and reach outward, Drive

Frequently - Lift/Carry: 20 lbs. or less., Push/Pull: 20 lbs. or less., Bend, Twist/Turn, Stand

Constantly - Hand/Fine Motor Skills, Walk, Sit, Type/Keyboard

DISCLAIMER:

The examples above are illustrative and not intended to describe every function which may be performed by this job class. The omission of specific duties does not preclude management from assigning specific duties not listed, if such duties are a logical assignment to the position.