



September 18, 2025

PLEASE POST

**COMPUTER SERVICES SPECIALIST
Springfield, Illinois**

DEADLINE FOR INTERNAL APPLICATIONS: October 2, 2025

EFFECTIVE DATE: To Be Determined.

HOW TO APPLY: Candidates should submit resume and application materials by using the following links: [Internal Candidates Apply Here](#) and [External Candidates Apply Here](#)

INTERVIEW LOCATION: Selected candidates will be interviewed at a location determined by the IEA-NEA.

STAFF AUTHORITY AND RELATIONSHIPS: Directly responsible to the Director of Program Development and Executive Director. Supervises and directs assigned associate staff.

POSITION DESCRIPTION: Develops and maintains the IEA-NEA's computer program and computer-based data and communication systems; provides training and support for IEA-NEA computer users.

RESPONSIBILITIES:

1. Installs, configures, and maintains computer hardware and software used by IEA-NEA staff and governance.
2. Develops and delivers training to staff and governance to facilitate their effective use of computer hardware and software.
3. Provides technical and troubleshooting support for computer users.
4. Installs, configures, and maintains computer hardware and software necessary for IEA-NEA's local area network and email system.
5. Provides technical support for wide area network with NEA and other state associations.
6. Develops, designs, and maintains computer-based systems and procedures necessary to produce IEA-NEA department reports. Consults and assists users in designing and maintaining these systems.
7. Installs, configures, and maintains computer hardware and software necessary to promote IEA-NEA's web presence with our home page, budget analysis, and other web applications.
8. Supports the process of member engagement activities through utilization of the organization's information systems, including, but not limited to, observing, uploading, extracting, testing and optimizing data to maintain robust databases.

VACANCY NOTICE
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(Continued)

RESPONSIBILITIES: (Continued)

9. When necessary, develops streamlined processes to assist IEA staff in data entry for use with IEA data systems.
10. Identifies information systems nuances through testing and user feedback; contributes toward development of future innovations and capabilities of IEA systems.
11. Supervises associate staff, i.e., initial employment recommendation, evaluation and remediation.
12. Makes recommendations to the Department Director for the development of the department budget and takes necessary action required to operate within the approved IEA-NEA budget.
13. Demonstrates a high degree of interpersonal skills. Interacts appropriately with staff, members, and the general public.
14. Performs other appropriate duties as directed by assigned management staff.

MINIMUM QUALIFICATIONS:

- Minimum Bachelor's Degree in Information Systems/Computer Science or related field.
- Prior experience in the following areas:
 - Database Management Systems – specifically SQL
 - Microsoft Servers
 - C# Programming
- Ability and aptitude to provide technology support for desktop and mobile computing hardware and software.
- Ability and aptitude to provide technology support for various technologies such as integrated phone and internet systems, backup systems, and security systems.
- Must be detail oriented and able to manage multiple projects to completion in a timely manner.
- Ability to work independently.
- Good written and oral communication skills.
- Capable of dealing effectively on an interpersonal basis with others; willing to work as part of a team.
- Willingness and ability to travel.
- Valid driver's license required.

SALARY AND BENEFITS:

Internal candidates: In conformance with the IEA-NEA/IEASO Professional Staff Contract.

External candidates: Salary range - \$81,277 per year to \$114,941 per year; a benefits summary can be found at <https://ieanea.org/about/employment/> under Salary & Benefit Summaries, Professional Staff.

**IEA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND
ENCOURAGES WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES TO
APPLY.**