

I.T. Technician Intern

Carroll County Board of Commissioners | I.T. Services Department

Location: 997 Newnan Road, Carrollton, GA | Type: Internship | Grant: General GCIP

Supervisor: Jacob Parson, Director of I.T. Services | jparson@carrollcountyga.gov | 770-830-5079

Position Overview

Carroll County Board of Commissioners is seeking one motivated I.T. Technician Intern to join the I.T. Services Department. The intern will work directly with an experienced IT team to support comprehensive asset management and inventory tracking of all IT-related equipment across 27 county departments and 25+ sites serving over 600 employees. The intern will be provided with dedicated office space within the IT Services office to facilitate collaboration and professional development.

Key Responsibilities

Asset Inventory Management

- Conduct a comprehensive inventory of all IT-related equipment, including hardware, software, and peripherals across county departments.
- Utilize Microsoft Office (Word, Excel, PowerPoint) and internal asset management software to compile and maintain accurate asset records.

Data Extraction and Analysis

- Extract and analyze asset data to create department-specific, up-to-date inventory lists.
- Identify equipment nearing end-of-life and unsupported software and provide recommendations for replacements or upgrades.

Replacement Schedule Development

- Collaborate with the IT Services team to establish recommended replacement dates and decommissioning timelines for all inventoried assets.
- Assist in developing a systematic replacement schedule to ensure departments maintain functional, up-to-date technology.

Departmental Collaboration

- Liaise with various county departments to verify the accuracy of existing asset records and update information as needed.
 - Communicate updated IT equipment lists and recommend replacement timelines to department stakeholders.
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Qualifications

- Educational Background: Currently pursuing or holding a degree/strong interest in Information Technology, Computer Science, or a related field.
 - Technical Skills: Proficiency in Microsoft Office applications (Word, Excel, PowerPoint); familiarity with asset management software is a plus.
 - Analytical Skills: Ability to analyze data, identify trends, and make recommendations based on findings.
 - Communication Skills: Strong verbal and written communication skills for collaborating with departments and presenting findings.
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What You'll Gain

- Hands-On Experience: Practical experience in IT asset management, inventory tracking, software lifecycle planning, and security awareness.
 - Professional Development: Direct mentorship from an experienced IT team, building both technical and analytical competencies.
 - Networking Opportunities: Exposure to IT professionals and various departments throughout Carroll County Government.
 - Meaningful Contribution: Play a vital role in optimizing the county's technology infrastructure, directly supporting operational efficiency and security for over 600 county employees.
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To Apply

This position is funded through the ACCG Georgia County Internship Program (GCIP) General Grant. The application process will include submission of a resume followed by an interview with the I.T. Services team. To apply, please submit your resume to:

Jacob Parson – Director of I.T. Services

Email: jparson@carrollcountyga.gov

Phone: 770-830-5079