

The City of Rincon, GA is seeking an **IT Technician**. This individual should have a current knowledge of networking technologies and providing information technology support services to maintain some of, but not limited to, the following: desktops, network servers, storage servers, firewalls, multiple internet connections, wireless networks, website, private cloud/hosted servers, public cloud services, specialized applications and databases, remote user access, help desk systems, office to office virtual private networks and associated software applications.

DUTIES AND RESPONSIBILITIES

- Installs, integrates programs, administers, and maintains a variety of computer operating systems and applications.
- Establishes and maintains security user access as required.
- Performs system maintenance activities.
- Plans, develops and analyzes additions, changes and enhancements to hardware and software; determines impact to existing systems, and local/wide area [LAN/WAN] networks.
- Configures employee workstations.
- Maintains documentation of system requirements and specifications.
- Serves as point of contact with technology vendors for the city.
- Responds to requests from users throughout all city departments regarding hardware and software problems.
- Coordinates with department heads in planning for future acquisitions and upgrades to equipment and software.
- Investigates, analyzes, and resolves hardware and software-related issues.
- Other duties and responsibilities as may be assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Knowledge of various operating systems (DOS, iOS, etc.) and programs (Office 365, Adobe Suite, etc.).
- Knowledge of server and mainframe environment principles.
- Knowledge of remote applications.
- Knowledge of desktop publishing.
- Knowledge of web applications.
- Knowledge of network operating systems capabilities and functions.
- Knowledge of routers, hubs, bridges, and switches.
- Knowledge of workstation and desktop operating systems.
- Knowledge of computer industry standards.
- Knowledge of client/server programming and applications.
- Knowledge of open records laws and retention schedules.
- Knowledge of city purchasing policies.
- Knowledge of database file structures.
- Knowledge of municipal software platforms and their functionality.
- Skill in solving computer use problems.

- Skill in designing and creating web-based content/information.
- Skill in utilizing a variety of computers, back-up systems, software applications, and wiring and cabling equipment.
- Skill in oral and written communication.

Complexity: Work consists of IT duties. The variety and complexity of systems to be supported contributes to the complexity of the position. The purpose of this position is to administer the city's IT systems and success in this position contributes to the success of a variety of city operations and functions.

Physical Demands: Contacts are typically performed with the employee sitting at a desk. The employee uses tools or equipment requiring dexterity.

Work Environment: The work is typically performed in an office and may require extended periods of sitting.

Minimum Qualifications:

Bachelor's degree in IT required, and/or equivalent years of progressively responsible IT related experience preferably in the public sector; any combination of education or experience. Must possess valid state driver's license and successfully pass background check.

You can apply online at the City of Rincon Website (Careers) or <https://form.jotform.com/220874541358157>. You can also email your resume to khesling@cityofrincon.com.