Human Resources Department
Forms and Documents

HRP-03 Effective Date: 4/2/01

This position announcement constitutes neither a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.

POSITION ANNOUNCEMENT

The following position is now open. Current employees interested in this position must submit an application within ONE WEEK of the announcement date.

Applications for Employment will be accepted at the Public Works Complex, 555 So Section., Fairhope, Ala., Monday through Friday, from 8:00 AM to 3:00 PM, or mailed to City of Fairhope, ATTN: HUMAN RESOURCES, P.O. Drawer 429, Fairhope, AL 36533. They may also be faxed to (251) 990-0100

Position Information

Job Title: **IT Technician**   Department: **I.T.**

Job Status: ☒ Regular Full-Time   ☐ Temporary Full-Time   *If temporary, give required dates of service:*
☐ Regular Part-Time   ☐ Temporary Part-Time   *From:* _____   *To:* _____

Standard Scheduled Hours: **8:00 AM – 5:00 PM**   Days to be Worked: **Monday – Friday some weekends**

Starting Pay Rate: **$42,000 per year   Grade 22**

Position Description

General nature/purpose of work: (Why does the job exist?)
The Help Desk Technician will support on-site users relating to MS Office, Windows and software applications. The candidate will perform Active Directory, Group Policy, and Office 365 administrative duties on PC and laptop computers. The candidate will also identify problems and issues and resolve those issues related to hardware and software. The candidate must responsible for solving general networking issues and network equipment configuration maintenance in a multiple VLAN security based networking environment. The candidate must understand VMware enterprise switching to assist in core system data flow. The prospective employee needs to deliver qualitative and innovative information to the City of Fairhope citizens and employees through technological solutions for convenient access to appropriate information and services on the City of Fairhope website.

Primary duties and responsibilities:

1. Design build and manage a TCP/IP layer 1 to 3 infrastructure, using an open standard
2. Assist in Firewall monitoring, additions and troubleshooting
3. Design and Construct Wireless Network Systems
4. Manage Email and Office Software
5. Computer repair, and software troubleshooting
6. Setup Group Policies and Active Directory according to MCSE standards
7. Good communication and written methods and principals
8. Expand the HID and security camera system as needed
9. Splice fiber optic cable and properly terminate cat5
10. Maintain all the system documentation
11. Install and add VOIP systems to the existing system
12. Manage Antivirus device policy
13. Recommend new systems and be proactive in finding future problems

Graphics Design and Ability to Establish Social Media Interaction Experience Preferred

To what extent will work be supervised and by whom:
All planning and implementation of work and projects are subject to review, approval, and supervision of the IT Director.
Machines and equipment to be used: Various

Minimum Qualification Standards (Additional qualification standards are found on the job description.)

Knowledge, skills and abilities: In depth knowledge of every facet of the TCP/IP Model, Microsoft server and desktop operating systems and application packages mandatory. Experience with PBX systems, SCADA systems, and a variety of server and PC hardware platforms are a plus. The ability to work with individuals at all levels of the City in a fast-paced environment are necessary. Education, experience and training: Bachelor's degree or a combination of education and experience equivalent to these requirements. A+ Certification or Cisco certifications are a plus.

Date of Announcement: 06/19/2017   Closing Date for Applications: Until Filled