

# CURRENT EMPLOYMENT OPPORTUNITY

**Job Title:** Computer Technician

**Closing Date:** Open Until Filled

**Job Code:** 1612

**Full-Time:**  **Part-Time:**  **Temporary:**  **Seasonal:**  **Other:**  \_\_\_\_\_

**Department:** Information Technology – Engineering

**Salary:** Salary is dependent upon experience and qualifications.

**Benefits:** The City of Carrollton provides Retirement, Medical, Vision, Dental Plans, and Life Insurance. Holiday, Vacation and Sick Pay are also included in the benefits package.

**Work Days/Times:** Typical business hours Monday through Friday with some evenings and weekends work

**Application Information:** Interested and QUALIFIED persons should complete a City of Carrollton Employment Application at Carrollton City Hall, 315 Bradley Street, 1st Floor, Carrollton, GA 30117, (770) 830-2000. Resumes may be emailed to the following Human Resource Staff member: [kwilson@carrollton-ga.gov](mailto:kwilson@carrollton-ga.gov).

**Contact Name:** Kristi Wilson, Human Resources **Contact Number & Email:** (770) 830-2000, [kwilson@carrollton-ga.gov](mailto:kwilson@carrollton-ga.gov)

**MINIMUM TRAINING AND QUALIFICATIONS:** Equivalent to completion of two years of college-level coursework in computer science, information technology or a related field and two years of general computer installation, maintenance and repair experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above. **ADDITIONAL CONSIDERATION WILL BE GIVEN FOR THOSE CANDIDATES THAT POSSESS EXPERIENCE AND CERTIFICATIONS IN COMPUTER SERVERS AND NETWORKS.**

***Please note that successful candidates for employment must pass a background check and drug screening prior to employment.***

**GENERAL STATEMENT OF THE POSITION:** This position is under the supervision of the Systems Administrator, installs, maintains, troubleshoots and upgrades computer hardware, software, personal computer networks, peripheral equipment and City-wide electronic mail systems; assesses user training needs and trains users in effective use of applications; prepares documentation and provides user assistance to City staff; and performs related work as required.

## **ESSENTIAL JOB FUNCTIONS:**

- Installs, configures and upgrades operating systems and software, using standard business and administrative packages; may modify specific applications for use in operational departments as directed by the System Administrator.
- Installs, assembles and configures computers, monitors, network infrastructure and peripherals such as printers, scanners and related hardware; pulls cables and rewires or directs the rewiring of cables as required for new installations and office reconfiguration as directed by the System Administrator.
- Troubleshoots problems with computer systems, including troubleshooting hardware and software, e-mail, network and peripheral equipment problems; makes repairs and corrections where required.
- Acts as a technical resource in assisting users to resolve problems with equipment and data; staffs a centralized help desk to facilitate exchange of information and advice; implements solutions or notifies outsource providers as required.
- Assists in instructing City staff in the use of standard business and administrative software, including word processing, spreadsheets and database management; provides instruction or written documentation where required.

- Assists with the planning, design, research and acquisition of new or upgraded hardware and software systems; maintains current knowledge of hardware, software and network technology and recommends modifications as necessary; and
- Performs other duties of a similar nature or level.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:**

- **PHYSICAL REQUIREMENTS:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-50 pounds). Tasks may involve extended periods of time at a keyboard or workstation.
- **DATA CONCEPTION:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- **INTERPERSONAL COMMUNICATION:** Requires the ability to accept projects, programs or designated area of responsibility.
- **LANGUAGE ABILITY:** Requires the ability to read a variety of reports, informational and technical documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.
- **INTELLIGENCE:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.
- **VERBAL APTITUDE:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- **NUMERICAL APTITUDE:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.
- **FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with job-related equipment.
- **MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using job-related office equipment.
- **MANUAL DEXTERITY:** Requires the ability to handle a variety of items, job-related equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.
- **COLOR DISCRIMINATION:** May require the ability to differentiate colors and shades of color.
- **INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.
- **PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

**EQUAL OPPORTUNITY EMPLOYER** The success of the City of Carrollton depends upon the full and effective use of all of its human resources. The City will, therefore, provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, sexual orientation, and veteran, disability, or familial status. This relates to all phases of employment, including, but not limited to, recruitment, hiring, placement, promotion, demotion, termination, transfer, layoff, recall from layoff, compensation, benefits, and educational, social, or recreational programs of the City.