



**INFORMATION TECHNOLOGY SPECIALIST IT-GRADE-23
BARGAINING UNIT: NON-BARGAINING**

INTERNAL JOB POSTING

Title: Information Technology Technician II

Department: IT

Supervised Received: Community Services Administrator

Hourly Wage: \$17.70 per hour

SUMMARY OF DUTIES: This position is required to provide technical desktop support for all City hardware and software technologies including, but not limited to all departments. The primary areas of responsibility are Police, Fire and Judicial Department systems. This is a professional level position within the Information Technology Department under the supervision of the IT Director. The position is responsible for developing and maintaining various programs on personal computers and IT related equipment in emergency service vehicles as needed. The IT Director through meetings, reports, observations, and work performance will review overall Job performance.

QUALIFICATIONS:

- An associate's degree in Computer science or related field preferred but not required.
- Two (2) years related experience/or documented appropriate training and certification in computer technology, and maintenance and repair may be substituted for the associates degree.
- Must have a high school diploma or GED.
- Must have good knowledge of Microsoft Office software programs or other software programs that may be acquired and utilized by the City.
- Must have solid knowledge of computer hardware, software and peripheral installation and configuration.
- Must have a solid understanding of TCP/IP protocol and experience in computer peripherals installation and configuration.
- Must be willing to learn and attend training as necessary.
- Must have and maintain a valid New Mexico's driver's license and be able to pass a background test.
- Must successfully pass pre-employment drug and alcohol testing and subsequent random drug and alcohol testing.

Applications and job descriptions are available at Belen City Hall, 100 South Main and on the city's website <http://www.belen-nm.gov/>. For more information, please call the Office of Human Resources at 505-966-2741.

APPLICATIONS WILL BE ACCEPTED THRU JULY 8, 2022

The City of Belen is an Equal Employment Opportunity and a Drug Free Workplace Employer.

