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## JOB POSTING

IT Tech II

FULL-TIME REGULAR

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### **INTERNAL & EXTERNAL POSTING**

**TITLE:** IT Tech II

**HOURLY WAGE:** \$17.70 / Hr

**DEPARTMENT:** IT Department

**SUPERVISOR:** IT Director

**FLSA:** Non-Exempt

**BARGAINING UNIT:** NON-Bargaining

**REVISED DATE:** 11/30/2021

**SUMMARY OF DUTIES:** This position is required to provide technical desktop support for all City hardware and software technologies to all departments including the Police and Fire Department. This is a professional level position within the Information Technology Department under the supervision of the IT Director. The position is responsible for installation, maintenance and repair of personal computers and IT related equipment. The IT Director through meetings, reports, observations, and work performance will review overall Job performance. This position is also responsible for City website maintenance and social media administration.

### **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 Windows 10, Microsoft Office 2016/2019 application suite and other software programs that may be acquired and utilized by the City.
- Must have solid knowledge of computer hardware, network devices, software, thin client, peripheral installation and configuration.
- Must have a solid understanding of Microsoft Client/Server environment and TCP/IP protocol.
- Must have a solid understanding of websites, audio visual services and social media use.
- 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.
- Experience in WordPress is preferred but not required.

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 505-966-2742.

**APPLICATIONS WILL BE ACCEPTED UNTIL FILLED.**

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