

The City of Wapakoneta is seeking a part-time Information Technology Technician. Job descriptions and applications are available at 701 Parlette Court Monday – Friday from 7:30a.m. to 4:00p.m. Deadline to apply is April 21, 2017.

CITY OF WAPAKONETA
An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:			
Class Title:	Information Technology Technician	Position Title:	Information Technology Technician
Class Number:		Civil Service Status:	Classified
Dept./Div.:	Administration	Employment Status:	Part-time
Reports To:	Safety Service Director	FLSA Status:	Non-exempt
Pay:	Ordinance	DOT Code:	033.167-010

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101.

1. Provides support services to City computer users (e.g., maintains all network administration, antivirus, system and data backup, security hardware and software; etc.).
2. Responsible for the administration and support of all network cabling, hubs, switches, patch panels, and routers; performs physical installation of and support of computer hardware and software; troubleshoots network, hardware, and software problems.
3. Works with external IT organizations to ensure security processes and mechanisms are in place to prevent data loss or security breaches to any City systems; creates, updates, and maintains disaster recovery plan and systems back-up plan; develops/assists with the development of City and departmental policies and procedures related to computer usage, software, and security compliance.
4. Manages the process of updating information on the City website (internal and external); works with contractors to ensure website is an easy source of information dissemination to the public.
5. Plans and provides cost estimates for the development of short and long range technology goals; prepares and solicits proposals for hardware and software solutions; works within assigned budget; prepares a variety of studies, reports, and related information for decision-making purpose, on an "as needed" basis as assigned.
6. Maintains any required certifications; attends training seminars; takes licensing reexams as required; attends department training and meetings.
7. Demonstrates regular and predictable attendance.
8. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

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OTHER DUTIES AND RESPONSIBILITIES:

1. Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: necessary to perform duties (* indicates developed after employment).

Knowledge of: department policies and procedures*; computer science; computer programming; systems analysis; data security; database management; computer network installation; computers including software programs (Microsoft Word, Excel, and Access); Microsoft Windows Server based administration and support; LAN and WAN architecture; network/Internet security; office practices and procedures.

Skill in: computer operation; use of modern office equipment.

Ability to: interpret extensive variety of technical material in books, journals, and manuals; deal with many variables and determine specific action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; prepare accurate documentation; use proper research methods to gather data; communicate effectively; develop and maintain effective working relationships.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent with five (5) to seven (7) years related work experience or an equivalent combination of work and/or training.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Computer, printer, copy machine, fax machine, and other standard business office equipment.

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Technician

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Class Number:

DOT Code: 033.167-010

PHYSICALLY DEMANDING AND HAZARDOUS WORKING CONDITIONS INHERENT IN THIS JOB DESCRIPTION:

The employee is exposed to, must negotiate, use, or work with or in the vicinity of:

1. Portable step stools; fixed stairs; chemicals commonly found in an office environment (e.g., toner, correction fluid, etc.).

GENERAL DUTY — SAFE AND HEALTHFUL WORKPLACE:

The employee:

1. Has contact with potentially violent or emotionally distraught persons.
2. Occasionally lifts objects ten (10) pounds. In cases of emergency, unpredictable situations, and/or department needs may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

Note: In accordance with U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

GOE: 05.01.03 STRENGTH: S GED: R5 M5 L5 SVP: 7 DLU: 88

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

ADOPTED: __/__/__	REVISION #__: __/__/__	APPROVED BY: _____
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