

NOTICE TO THE PUBLIC

JOB POSTING

Systems Technician/IT

Posted: 8/31/21

End Date: Open Until Filled

The City of Monroe is now accepting applications for the position of Systems Technician/IT. This position will maintain computer equipment and networks to ensure optimal performance, and will provide support for employees using computer systems and networks of City of Monroe, Georgia under the supervision of the Information Technology division.

Qualified applicants must:

- Have a high school diploma or general education degree (GED); or equivalent combination of related training and experience.
- Have possession of or ability to readily obtain A+ Certifications as related to the field, and any Network, Security, or additional Certifications as deemed necessary to more effectively function within the position. Possession of a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Have proficient experience installing, deploying, and configuring Microsoft Windows Server and Desktop operating systems. Ability to troubleshoot other platforms (Apple, Linux, Unix, Android) also desirable.
- Have network configuration and troubleshooting experience.
- Have knowledge of and working experience with computers, servers, peripherals, and other computer systems hardware.
- Have the ability to operate personal computers, networking equipment, printers, and other networked and standalone peripherals.
- Have the ability to prepare accurate reports and to provide quick and innovative solutions to computing problems.
- Have good organization, time-management skills, and communication skills.
- Have ability to remove and reinstall various hardware components.
- Have ability to safely drive a vehicle and travel to different sites.
- Have ability to work some evenings and weekends and to be available on short notice to resolve problems.

The City of Monroe offers a comprehensive benefit package. Salary range for this position is from **\$32,000 to \$60,000**. Actual starting salary within this range is dependent upon applicant's qualifications. **Direct Deposit is a requirement.** Applications may be obtained at City Hall, 215 N. Broad Street, Monroe, GA 30655 or printed from the City website at www.monroega.com (under Government/Job Opportunities). A full job description is available at City Hall. A resume will not be accepted in lieu of a fully completed application, but may be attached. Completed job applications must be returned to/received by City Hall at the above address or by mail to City of Monroe, attn.: HR, PO Box 1249, Monroe, GA, 30655. Documents on checklist must be attached (Police only)

The City of Monroe is an Equal Opportunity Employer and a Certified Drug-Free Work Place.

Per Georgia Code 34-9-414 be advised that the City of Monroe does pre-employment, reasonable suspicion, post-accident, post rehabilitation, and routine fitness-for-duty (random) drug testing.