

Part Time Information Technology Assistant

Nature of Work

This is very responsible technical work position with up to 28 hours a week. Employee will be assisting the City's IT Coordinator which will include (but not limited to) the following:

- Computer operations and repair.
- Network operations and troubleshooting.
- Telephone systems programming and maintenance.
- Database operations.
- Wireless network configuration and management of system.
- Internet security system familiarity
- Access control programming and maintenance.
- High level of customer service to Employees.
- Possesses interpersonal and communication (verbal and written) skills
- Maintains confidentiality.
- Ability to research information and analyze data to arrive at valid conclusions, recommendations and plans of action.
- Email maintenance
- Pulling needed network drops
- Setting up computers/cameras/printers, etc.
- Any other duties specifically requested by management.

Job performance is evaluated by the Finance Director through review of technical expertise, level of support provided for the network and system users, adherence to city procurement and purchasing policies, interpersonal, organizational and decision-making skills and ability to meet established deadlines and reporting requirements.

Necessary requirements for Work

Possession of an Associate's Degree (Bachelor's Degree preferred) in Computer Science or a closely related field; experience supporting a network with multiple remote sites; excellent organizational, interpersonal and decision making skills, experience installing computer hardware components and software applications; knowledge of networking hardware and software applications and personal computer operating systems; or any equivalent combination of education and experience to provide the needed capabilities. The City will also consider the employment of a student studying IT, network, computers (an internship). This part-time position pays \$11.80 per hour.

Physical Requirements

This is sedentary work requiring the exertion of up to 50 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects;

The work requires:

- reaching, fingering, grasping, and repetitive motion;
- vocal communication for expressing and exchanging ideas and conclusions
- hearing to perceive information at normal spoken word levels;
- visual acuity for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, observing general surroundings and activities;
- the work is subject to inside environmental conditions.

Necessary Special Requirements

- Possession of a valid Tennessee Drivers License and the ability to be insured at standard vehicle liability rates.

A post-offer drug screen and physical is required for all positions. **Applications accepted until position is filled.**

Applications are available at City Hall, 1230 East Parkway, Gatlinburg or online at www.gatlinburgtn.gov No phone calls please.

It is the policy of the City of Gatlinburg not to discriminate on the basis of race, color, national origin, age, sex, or disability pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices and programs