



POSITION OPEN

ADMINISTRATION DEPARTMENT INFORMATION TECHNOLOGY SUPPORT TECHNICIAN

Job Posting Date: June 5, 2017

The City of Conway is seeking a qualified candidate for the position of Information Technology Support Technician. Under the general supervision and direction of the Information Technology Coordinator, this position assists in the installation, maintenance and replacement of computer hardware, software, network systems and telephone systems. Assists the City's IT Coordinator in assessing the IT needs of the department and City. Performs other City IT matters as assigned and other related duties as required.

Knowledge, Skills and Abilities: Competence in basic system analysis and troubleshooting techniques; knowledge of computer systems and peripheral pieces of hardware, telecommunications equipment and available software; knowledge of the limitations, capabilities, uses and services requirements of network, personal computer and related equipment. General knowledge and experience with database administration (Microsoft SQL and Access), Records Management System (RMS), and Computer Aided Dispatch (CAD), SonicWall firewalls, Cisco routers, HP Procurve switches, Dell and HP servers, Mitel IP phones, Microsoft server and client operating systems, VmWare virtualization software and Apple products.

Minimum Training and Experience: Requires Associate's degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education with emphasis in data communications, computer programming, information technology or a closely related field. Must possess a valid South Carolina driver's license. May be required to possess or obtain other technical, professional and/or specific system certifications. Knowledge of Microsoft operating systems – Microsoft Certification preferred.

Entry level pay for this position is \$41,206.00.

Interested persons should submit an application to Lynn S. Smith, Human Resources Director at PO Box 1075, Conway, SC 29528. Applications may be obtained from the SC Department of Employment & Workforce Center at 200-A Victory Lane Conway, SC or downloaded from the City's website www.cityofconway.com. A resume may be included but not substituted for an application. The deadline to apply for this position is 5:00 pm on Wednesday, July 5, 2017.

CITY OF CONWAY IS A DRUG FREE AND EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER