



# *Town of Mooresville*

## *Recruitment Announcement*

*January 8, 2010*

**Position:** Information Technology Technician

**Department:** Administration/IT Division

**Hiring Salary Range:** \$37,762 - \$59,057

**Application Deadline:** January 22, 2010

**Description:**

An employee in this position typically works in a micro-computer environment and provides hardware and software support to users including but not limited to software training. Oversees WAN, system back-ups, hardware and software installation, and troubleshooting printer malfunctions. May generate ad hoc reports, develop documentation and evaluate hardware, software and new technology to make purchase recommendations to management. Work is independently performed under the supervision of the Information Technology Manager. Must have thorough knowledge of the operation, uses and capabilities of personal computer equipment; thorough knowledge of personal computer setup, configuration and support; general knowledge of word processing, spreadsheet and presentation software; ability to understand and follow written and oral instructions; ability to install and configure networking hardware and software; ability to establish and maintain effective working relationships with officials, department heads, employees, general public and vendors; skill in the use of personal computer hardware and software.

**Minimum Requirements:**

Graduation from an accredited college or university with major course work in computer science or related field and considerable experience in networking personal computers, LAN network administration and some experience in database administration; or an equivalent combination of education and experience.

**Hours:**

8 AM – 5PM Monday-Friday Must be able to participate in on-call rotation, must be able to work some nights, week-ends and holidays.

**Other Information:**

Possession of a valid NC driver's license and good driving record.

**How to Apply:**

Applications will be accepted at the Human Resources Department, 413 N. Main Street or NC Employment Security Commission, 470-A N. Broad Street, Mooresville, NC. Applications can also be downloaded from the website: [www.ci.mooresville.nc.us](http://www.ci.mooresville.nc.us). Resumes will NOT be accepted in lieu of a Town of Mooresville application and applications will NOT be accepted after the closing date.

**Benefits:**

Paid Leave; 11-12 paid holidays; excellent medical, dental and vision insurance; local government retirement; 401(k); life insurance; flexible spending accounts; direct deposit.

An Equal Opportunity Employer