



City of Brunswick Career Opportunity

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| Job Title: | Part Time IT Assistant | FLSA: Non-Exempt |
| Department/Div: | Information Technology | EEO-4 Code: PROF |
| Reports To: | IT Administrator | |
| Titles Supervised: | None | Date: 6/26/2020 |

Job Summary:

The IT Assistant under the direction of the IT Administrator will coordinate and maintain assigned processing systems and procedures, ensuring that efficiency and user satisfaction are maintained.

Duties/Responsibilities:

- Provides assistance in the use of personal computer hardware, software,
- Assists with setup and configuration of desktop computers, laptops and accounts.
- Installs software and assists with repairs of hardware
- Assist with testing of programs.
- Provides basic troubleshooting, diagnoses problems and implements corrective action procedures within prescribed guidelines and/or escalates to IT Administrator as appropriate.
- Assists with maintenance of systems, databases and web pages.
- Assists with the administration of user accounts.
- Designs and produces basic reports.
- Contributes to department goals by accomplishing related duties as required.
- Performs other related duties as assigned.
- Assists with scheduling and support of teleconference meetings.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism and diplomacy.
- Proficient with Microsoft Office Suite or related software.
- Zoom and Microsoft Teams experience preferred

Education and Experience:

- High school diploma or equivalent required; Associate's degree preferred.
- A+ Certification preferred.
- Prior related office experience preferred.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 40 pounds at times.