



CITY OF SANTA FE SPRINGS
invites applications for the position of:

COMPUTER TECHNICIAN

SALARY: \$15.28 - \$18.92 Hourly

OPENING DATE: 01/23/15

CLOSING DATE: 02/06/15 05:00 PM

DESCRIPTION:

The City of Santa Fe Springs seeks applicants for the position of Computer Technician. This is a part-time, non-benefited position. Applicants must be available to work approximately 15-20 hours per week, *including evenings*.

EXAMPLES OF ESSENTIAL DUTIES:

Under direct supervision, performs routine skilled technical work and provides technical support functions for City computer systems, applications, and system users; troubleshoots problems and provides basic system maintenance functions.

TYPICAL QUALIFICATIONS:

Knowledge of:

Must possess practical experience using Microsoft Office (2010 and 2013) Professional applications including Word, Excel, PowerPoint, Access and Outlook; General understanding of information management and data processing principles; A basic understanding of Local Area Networking concepts; Basic knowledge of Microsoft Windows 7 operating system.

Ability to:

Troubleshoot, install, and configure software and hardware; Provide Help Desk assistance to users; Read and comprehend written material on a wide variety of technical subjects; Maintain confidentiality of information, Follow written and oral instructions; Work independently in the absence of supervision; Communicate effectively verbally and in writing; Work with accuracy and attention to detail; Operate and use modern office equipment; Establish and maintain effective working relationships with other people.

Education and Experience:

- Graduation from high school or equivalent, including one year of work experience in a computer related field is required.
- One year of completed college-level coursework in Computer Science or Management Information Systems may substitute for the required work experience.
- Education and experience equal to one year of required work experience may be considered to substitute the required work experience.

SUPPLEMENTAL INFORMATION:

WORKING CONDITIONS:

Work is primarily performed indoors; Noise level is quiet to moderate; Hazards are minimal.

HOW TO APPLY

Applicants are required to complete and submit a City Application online. Resumes or faxed copies will not be accepted in lieu of the City online application. To apply, click on the "Apply" link located at the top of this page. New users must first create an account.

METHOD OF SELECTION

Selection may be based upon an application review, a performance examination and evaluation, and a structured interview. Appointment will be contingent upon a criminal record check and physical examination, including a drug screen.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://santafesprings.org>

Position #2015-03
COMPUTER TECHNICIAN
MB

11710 Telegraph Rd.
Santa Fe Springs, CA 90670
(562) 409-7530

COMPUTER TECHNICIAN Supplemental Questionnaire

- * 1. Please describe your most recent experience working in a computer-related field. In your answer, also include your place and dates of employment, as well as your job title.

- * 2. List any relevant diplomas, degrees, certificates, or coursework that may qualify you for the position of Computer Technician. If you have taken or are currently enrolled to take relevant coursework, please provide the name of the institution which you are attending.

- * Required Question