

IT Technician

Local company currently seeking a part time IT Technician who can administrate, install, upgrades, maintain and troubleshoot computer hardware, software, networks, and peripheral equipment. The IT Technician also provides assistance and training to end users in the safe and effective use of IT-related equipment and systems among other various duties.

Work Responsibilities

- Configure, troubleshoot, and repair computers, network infrastructure, and related peripheral devices including printers, scanners, copiers, etc.
- Install, upgrade, and remove software from computers.
- Perform routine backup and restoration procedures.
- Assist Administrators with routine tasks such as setting up user accounts.
- Record and respond to technical queries and issues from end users.
- Provides assistance and training to end users in the safe and proper use of IT-related equipment and systems.
- Configure hardware and software in accordance with instructions and applicable policies.
- Carry out planned maintenance, upgrades, and audits of systems and software in accordance with instructions and applicable policies.
- Document IT systems, data and workflow.
- Performs other duties of a similar nature or level as required for the position.
- Ensure the integrity and security of protected and private information.
- Understand and adhere to the standards of integrity and accountability as prescribed in the corporate Code of Conduct.

Knowledge, Skills, and Abilities

- Able to identify and resolve problems with computers, peripherals, networks, software and operating systems.
- Able to work individually.
- Able to effectively interact with people from all levels of the Company.
- Able to successfully handle multiple assigned tasks at one time and meet deadlines.
- Flexible with respect to changing business priorities.

- Possess a basic understanding and knowledge of PC hardware configuration.
- Prior experience maintaining wireless networks and VPNs is a plus.
- Competent in the basic use and installation of Microsoft operating systems and Office desktop applications.
- Demonstrable commitment to continuous self-development.
- Knowledge of SQL Database is also a plus.

Education and Experience

Equivalent to completion of two years of college-level coursework in Computer Science, Information Technology or a related field and two years of general computer installation, maintenance and repair experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

Email resume to: nicole@cullmanrecreation.org

No phone calls please.