

Date: October 17, 2011

POSITION ANNOUNCEMENT

The City of Ruston is recruiting for the following position:

TITLE: *Information Technology Technician 1*

REPORTS TO: Information Technology Supervisor

SUMMARY OF DUTIES: Assist with the installation and support of computer systems within all City Departments.

REQUIREMENTS

EDUCATION: High school or General Education Diploma (GED) with computer training and knowledge.

EXPERIENCE: One year related experience or training.

SKILLS: Ability to respond to inquiries or complaints. Knowledge of and the ability to troubleshoot Microsoft Windows XP, Vista, & 7, Office 2007 & 2010, mobile devices and printers. Ability to interpret an extensive variety of technical instructions in written or diagram form. Knowledge of Windows 2008 domain, Windows Server 2003 & 2008, DNS, DHCP, virtualization, networking and telecommunications. Documentation skills required. Ability to teach and train others

LICENSES: Valid State of Louisiana Drivers License

RATE OF PAY: \$13.01 per hour

CLOSING DATE: Open until filled.

APPLYING INSTRUCTIONS

Interested applicants should submit a resume and a letter of interest to City of Ruston, Attn: Personnel, P.O. Box 2069, Ruston, LA 71273; by fax: 318-251-2229; stop by City Hall, Room 211 for an application; or visit our website at www.ruston.org

**PRE-EMPLOYMENT PHYSICAL AND DRUG TESTING IS REQUIRED
THE CITY OF RUSTON IS AN "AT WILL" EMPLOYER
THE CITY OF RUSTON IS AN EQUAL OPPORTUNITY EMPLOYER**