

NOW HIRING

~ IT SPECIALIST ~



Salary: \$5,224/mo (step 1) - \$6,381/mo (step 5)

Benefits: The City offers a generous benefits package that includes:

- Diverse health, vision and dental insurance packages for employee and family.
- 13 paid holidays.
- Two to six weeks of paid vacation.
- 12 days of accrued sick leave per year.
- Fully paid participation in Oregon PERS.
- \$50/month towards a health club membership

Full-time Position

Job Duties (partial list):

- ♦ Assist in managing all aspects of the City's technology infrastructure.
- ♦ Provide highly skilled, escalated support to internal users.
- ♦ Identify opportunities in the areas of upgrades, service additions and routing maintenance.
- ♦ Develop and maintain help desk ticket process and management.
- ♦ Develop and maintain technical documentation.
- ♦ Build/setup new computers.
- ♦ Manage all current system software.

To apply, complete the attached City application form and submit it with a cover letter and detailed resume to:

City of St. Helens
PO Box 278
265 Strand Street
St. Helens, OR 97051

www.ci.st-helens.or.us/jobs

DEADLINE TO APPLY
FEBRUARY 15, 2019