

City of Socorro Job Description

Job Title: IT Technician I, II, III	Department: City Manager
FLSA Status: Non-Exempt	Salary: \$17.00 - \$21.82
Approved: 09/15/2022	Last Revised: 09/15/2022

Position Summary

Under administrative direction plan, Maintains information technology researching and implementing technological strategic solutions. Technical Management, Technical Understanding, Analyzing Information, Informing Others, Staffing, Problem Solving, Data Center Management, Developing Budgets, Coordination, Strategic Planning, Quality Management

Duties, Functions and Responsibilities:

- Maintaining a safe and secure work environment; developing personal growth opportunities enforcing systems, policies, and procedures.
- Maintains organization's effectiveness and efficiency by defining, delivering, and supporting strategic plans for implementing information technologies.
- Maintains city website current for all departments.
- Responsible for cell phone contract for the city.
- Directs technological research by studying organization goals, strategies, practices, and user projects.
- Completes projects by coordinating resources and timetables with user departments and data center.
- Verifies application results by conducting system audits of technologies implemented.
- Preserves assets by implementing disaster recovery and back-up procedures and information security and control structures.
- Recommends information technology strategies, policies, and procedures by evaluating organization outcomes; identifying problems; evaluating trends; anticipating requirements.
- Accomplishes financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective action.
- Maintains quality service by establishing and enforcing organization standards.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.
- Assist in planning, directing, and reviewing the activities and operations of the Information Technology department.
- Ensure that testing, repair, upgrades and preventative service of systems software and hardware are completed with minimal disruption of city and departmental services.
- Maintain compliance with required operating permits and licenses.
- Develop, plan and implement department goals and objectives.
- Recommend implement and administer policies and procedures. Direct, oversee and participate in the development of the department work plan.
- Communicate clearly orally and in writing, including presenting technically complex information to an audience. The application of considerable knowledge: of information technology theories, strategies and practices, project management, automated telephones, radio frequency theories and related communications equipment.
- To establish and maintain effective working relationships with employees, officials, vendors, contractors, consultants and the general public.
- Represent the City in a professional manner. Involves: Interacting with department heads, supervisors, employees and the public to provide and gather accurate information for all departments.
- Responsible for any assignments issued by the City of Socorro.

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- Attendance is an essential function of the job.
- Regular worksite attendance is an essential function
- Responsible for any other duties and assignments issued by the City of Socorro

IT Technician I (Basic)

\$17.00 - \$20.62

Minimum Qualifications

- A candidate must possess an Associate's degree in Information Technology, Management Information Systems, Computer Science or equivalent coursework in a related specialized field preferred.
- Three (3) years system administration or system design and implementation experience.
- Possess a valid Texas class "C" Driver's License.

IT Technician II (Intermediate)

\$17.60 - \$21.22

Minimum Qualifications

- A candidate must possess an Associate's degree in Information Technology, Management Information Systems, Computer Science or equivalent coursework in a related specialized field.
- Six (6) years system administration or system design and implementation experience.
- Possess a valid Texas class "C" Driver's License.

IT Technician III (Advanced)

\$18.20 - \$21.82

Minimum Qualifications

- A candidate must possess a Bachelor's degree in information technology, Management Information Systems, Computer Science or equivalent coursework in a related specialized field.
- Nine (9) years system administration or system design and implementation experience.
- Possess a valid Texas class "C" Driver's License.

Note: Upon reaching maximum salary level in each category; only COLA increases will be given.

Equipment:

- Operates office equipment such as a typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.

Physical Requirements:

- Must be able to lift, transport, and position items and equipment weighing a minimum of 25pounds.
- Must be able to remain in a stationary position for extended periods of time.
- The person in this position constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.


Conditions of Employment:

- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Work flexible hours and overtime as required.
- Bilingual Skills: English & Spanish preferred.

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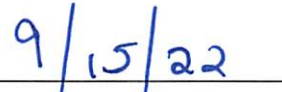
Mayor



Date



City Manager



Date



Human Resources Director



Date

Employee

Date

