



HELP DESK TECHNICIAN

This part-time (average 20 hrs/wk) contract position performs the duties involved in computer technical support for the Information Technology Office in the Clerk/Treasurers Department for the City of Burlington. Duties include responding to support requests via the help ticket system and performing assigned projects. Projects and requests will involve computer setup & configuration, hardware & software trouble shooting, following inventory procedures, some end user training, and communication with vendors for problem resolution and support. This person must be organized, have knowledge of Microsoft Word and Excel and be comfortable learning new technology skills as required. The Technician will work with the entire IT Office as well as their internal and external customers. A+ Certification preferred. Rate of pay would be depending on experience.

To apply, submit a resume, cover letter and City of Burlington Application to: Pat Schmitz, City Hall, 149 Church Street, Burlington, VT 05401. Information is available in alternative formats for persons with disabilities. For disability access information, or to request an application, contact Human Resources at (802) 865-7145 or 865-7142 (TTY). Email : pschmitz@ci.burlington.vt.us

Visit HR website: www.hrjobs.ci.burlington.vt.us

Women, minorities and persons with disabilities are highly encouraged to apply. EOE