



## VACANCY ANNOUNCEMENT

Job Title: PC Technician  
Open Date: April 2, 2019  
Closing Date: April 15, 2019 at 11:59 p.m.  
Salary: \$31,830 annually  
Job Type: Full-time with benefits  
Department: Information Technology

### **JOB SUMMARY AND ESSENTIAL JOB FUNCTIONS**

The PC Technician is a support position for IT-related incidents and service requests, and performs functions related to PC system support. Incumbent will be responsible for the maintenance of Microsoft Windows and Mac OS desktop and notebook computers, peripherals, iPads, and associated peripherals including audio-visual equipment.

### **Duties include but are not limited to:**

- Install PC hardware and software as needed, including but not limited to, internal components such as network cards, disk drives, controller cards, memory chips, processor chips, etc.
- Set up, maintain, and troubleshoot Windows and Mac OS desktop and notebook computers, tablets, mobile devices, and audio-visual equipment.
- Maintain inventory of all hardware and software resources and parts.
- Provide direct technical support including assistance in maintaining all hardware and software and troubleshooting PC problems in a timely manner.

### **EDUCATION AND EXPERIENCE:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

#### **Experience:**

- Two or more years of experience in the setup, configuration, and troubleshooting of desktop/notebook software and hardware, combined with knowledge of Windows desktops and notebooks as well as iOS devices in a network environment.
- One year of experience in supporting Outlook in a Microsoft Exchange environment, AND/OR one year of experience in supporting a variety of Wi-Fi-enabled devices is preferred.

#### **Education:**

- Associate Degree in Information Technology, OR two years of college education with an emphasis on Information Technology, or completion of a two year course in Information Technology from a Vocational/Technical school.

#### **License or Certificate:**

- Certification in A+ Computer repair is required.
- Certification as a Microsoft Certified Professional is required.

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### **ALL APPLICANTS MUST COMPLETE AN APPLICATION**

Application and additional information, including the full job description, can be found at [www.cityofmoore.com/departments/jobs](http://www.cityofmoore.com/departments/jobs)

Selected applicant must pass a background investigation and drug screen.

**City of Moore is an Equal Opportunity Employer**