

Borough of Chambersburg

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Borough of Chambersburg
Personnel Office



**APPLICATIONS MAY BE OBTAINED AT THE
BOROUGH OF CHAMBERSBURG
100 S. SECOND ST. CHAMBERSBURG, PA 17201**

Deadline: Return to Borough Office no later than February 1, 2019

**BOROUGH OF CHAMBERSBURG
POSITION OPENING**

CLASSIFICATION: Computer Networking and PC Technician

RATES OF PAY: Rate \$26.42 per hour

PLACE OF WORK: Borough of Chambersburg Information Technology Department

HOURS OF WORK: Generally 8:00 AM – 5:00 PM Monday through Friday.

TYPE OF WORK:

GENERAL STATEMENT OF DUTIES:

Serves as a personal computer technician and computer networking specialist responsible for duties associated with the daily operation, maintenance and further development of the borough's computer networks and related equipment. Monitors incoming and outgoing internet usage and insures the security of the system. Oversees the installation and maintenance of the personal computers that are installed throughout the borough. Assists in networking the borough's computer system. Programs and operates the borough's mid-range computer / servers and maintains a thorough knowledge of the borough's entire computer operational system.

DISTINGUISHING FEATURES OF THE CLASS:

Employees in this class perform a wide range of technical duties, which follow prescribed methods and procedures in installing and maintaining computer networks and personal computers. Must be able to operate a wide variety of computer equipment, ranging from computer peripherals to personal computers to the borough's mid-range computer / servers. Must be able to teach individuals of varying technical and non-technical backgrounds the proper use of their computer equipment. Work is performed independently, with general instructions received from the IT Supervisor and others as required.

REQUIRED KNOWLEDGE, SKILL, AND ABILITIES:

Thorough knowledge of effective and efficient PC operations. In addition, the incumbent must possess a thorough knowledge of networking and integrated computer systems and skills which result in the integration of a large number of personal computers into one system. An effective working knowledge of computer hardware, software and operating systems is also required.

Ability to problem solve, troubleshoot and think outside the box, when problems arise over many different systems. Ability to see a high level view to a finite view of operations and vice versa.

Ability to write and keep records and reports electronically.

Ability to work well with others even in high stress situations including fellow employees, government officials, contractors, and the public; takes pride in showing up to work on time and putting in a full day's work.

EXAMPLES OF WORK:

- Oversees networking of borough employees personal computers
- Maintains and services primary computer users' equipment
- Maintains current software versions, anti-virus and compliance with software laws
- Monitors incoming and outgoing Internet usage with regard to security of Firewall
- Establishes and maintains customer relations with users from other departments
- Troubleshoots and maintains borough wireless system
- Communicates effectively with contractors, customers, and co-workers
- Coordinates PC & computer activities with other borough departments
- Keeps abreast of current developments in computer and networking industries
- Educates employees how to operate new software and hardware
- Develops and implements improvements by working closely with management
- Innovatively seeks solutions to stated problems
- Updates web pages

ACCEPTABLE EXPERIENCE AND TRAINING:

Completion of high school or GED is required. Considerable successful experience (minimum of two years) in computer networking and PC technician type work. A four-year related college degree is preferred, however at least two years of formal technical training in a college or technical school in a specialized relevant program is required. Should have an extensive understanding of networking techniques and procedures. Any combination of education and experience that would equal to two or more years of PC technician and networking experience.

METHOD OF SELECTION:

1. Employees working for the Borough of Chambersburg will be considered first;
2. If a Borough employee does not fill the position, outside persons will be considered in accordance with the Borough's Equal Employment Opportunity Policy. Preference will be given for Borough Residents and non users of tobacco products.
3. Must have and maintain a valid Commonwealth of Pennsylvania motor vehicle operator's license, 3 years clean driving history, and be insurable in the independent opinion of the Borough's motor vehicle insurance underwriter, in order to be eligible for this position.
4. Must possess acceptable level of education and experience.

If interested, contact the Personnel Office at 717-251-2414 or 717-251-2416.

Posted: January 10, 2019
Deadline: February 1, 2019 by 5:00 PM

Jeffrey Stonehill, Borough Manager