



JOB ANNOUNCEMENT

INFORMATION SYSTEMS SPECIALIST

PERMANENT FULL-TIME POSITION

\$21.78 - \$24.03 Hourly (DOQ)

Do you enjoy sharing your knowledge and assisting users in learning to better utilize software programs?

Are you interested in a challenging position where you can use your technical expertise?

Do you have the ability to create and maintain successful and effective relationships with clients and staff?

Are you knowledgeable in servicing and making repairs to computer equipment?

This is a fully benefited position. The City and Borough of Juneau offers a competitive salary package that includes the opportunity for regular wage increases, an excellent health insurance program, leave, and retirement credit through PERS (public employment retirement system).

RESPONSIBILITIES

Under general supervision, installs, maintains, and repairs personal computers, servers, printers, and other devices connected to the City and Borough of Juneau networks. Installs, configures, and troubleshoots software and provides training and support services. Typical responsibilities include:

- Assists users in the use of software and hardware by answering inquiries and by developing and providing formal training.
- Applies specialized knowledge of information systems to assist users by developing ad hoc queries and reports.
- Configures, maintains, and repairs computers, printers, routers, and other computing and networking devices.
- Maintains required systems logs.
- Participates in and documents the development and improvement of internal written procedures and processes.
- Reads current trade journals, performs hands-on evaluations of equipment, has discussions with vendors, consultants and internal clients and attends workshops to remain informed of the most recent developments in information systems technology.
- Other duties as assigned.

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MINIMUM QUALIFICATIONS

18 semester hours (27 quarter hours) from an accredited college in computer information systems or closely related field, **AND**

Two (2) years of professional experience as a computer software and hardware technician or computer trainer.

Substitution:

Related experience may be substituted for the education requirement on the basis of one month of experience for 2.5 semester hours (3.75 quarter hours) of education.

NOTE: This position is union represented.

CLOSING DATE

A completed CBJ application form, Number P001, must be received in the Human Resources office before the close of business (4:30 p.m. Alaska Time) on **November 2, 2006**.

WHERE TO APPLY

City and Borough of Juneau
Human Resources Division, Room 106
155 South Seward
Juneau, Alaska 99801
http://www.juneau.org/human_resources

THE CITY AND BOROUGH OF JUNEAU IS AN EQUAL OPPORTUNITY EMPLOYER