

PART-TIME INFORMATION TECHNOLOGY SPECIALIST

The Village of North Aurora is seeking a collaborative part-time Information Technology Specialist. The IT Specialist position will be supervised directly by the IT Manager, and interact regularly with the Village Hall, Public works and Police staff team. The part-time schedule can be set in cooperation with the IT Manager with flexibility and altered as needed at approximately 25 hours per week.

This is a new job position at the Village of North Aurora and has been designed to work closely with the IT Manager in maintaining the Village-wide computer network systems; assist with installation, configuration, log review, troubleshooting, user support, on LAN and WAN, wireless network, end user computers, smart devices, and telephone systems.

An ideal candidate will have:

- Associate's Degree in Computer Science, Information Technology or related field or a minimum of 3 years IT support experience or any combination of education and experience that provides equivalent knowledge, skills and abilities; or any equivalent combination of training and experience
- Valid Driver's license

Experience and knowledge of:

- Microsoft Windows 10, 11 and Microsoft Office
- Network and computer security practices and firewalls
- Computer hardware equipment and software platforms
- Computer practices and procedures, terminology and equipment
- Knowledge of techniques and procedures of software and network support for multiple users

The Village of North Aurora encourages personal and professional growth, promotes professional development opportunities, and team members are willing to share years of experience and knowledge.

The starting hourly range for this position is up to \$31.71 and is based on a step system. Starting salary and step is dependent on qualifications. The Village offers pro-rated holiday leave, participation in the Illinois Municipal Retirement Fund (IMRF) and consistent support for ongoing professional development. There is no residency requirement for the position.

Interested and qualified candidates should submit a cover letter and resume along with three (3) professional references to the Village of North Aurora, Attn: Human Resources, at 25 E. State Street, North Aurora, IL 60542 or via email at hr@northaurora.org. Additional information about the Village of North Aurora can be found at the Village's website at www.northaurora.org. Apply by July 16th 2022.

Offers of employment are subject to successful completion of a background check and drug screen. The Village of North Aurora is an Equal Opportunity Employer.