



THE CITY OF PORT HUENEME IS RECRUITING FOR:

PART TIME INFORMATION SYSTEMS TECHNOLOGIST

\$22.89 - \$29.77 per hour/ 20 Hours per week

Applications accepted on-line only. Visit our website at www.ci.port-hueneme.ca.us to apply. This position is open until filled and recruitment may be closed at any time without notification. Status updates will be sent via e-mail.

DEFINITION OF POSITION

Under general direction of the IT Manager, assists in performing a variety of technical duties in the operation of computer systems/software packages, data communications, operating systems and other technological applications.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Maintains, troubleshoots and upgrades the City's computer network as needed. Provides technical support for data communications, operating systems, and other related technologies.
- Plans, consults, researches, programs, installs, maintains, and troubleshoots computer network systems. Conducts network system and software upgrades, maintains network backup system. Analyzes system failures/problems; makes hardware and software recommendations to the IT Manager for approval.
- Protects City's business-sensitive information through prevention, detection, and removal of virus/spyware software. Diagnoses and resolves complex hardware and/or software problems which impact the network. Tests and implements new equipment, i.e. computers, scanners, printers, and related equipment and software. Manages the City's file, internet, and intranet servers, including the application of related hardware and system software upgrades.
- Provides staff support and technical assistance for departmental specialized computer needs, i.e., Public Works SCADA & CAD; Police Department specialized programs; Finance Department HTE; Management Services Department computerized records management system, etc.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Knowledge of a variety of computer systems, computer programs and software, networks, technologies, principles and practices of providing technical information systems support; and of the techniques and methodology of installing, maintaining and troubleshooting hardware, software and peripheral information systems equipment..
- Ability to provide technical support to the City's information systems; ability to install, troubleshoot and maintain hardware, software and related peripheral equipment; ability to analyze system failures/problems and take action to correct those failures/problems; and ability to assist system users.
- Bachelor's degree in computer science, management information systems, or a closely related field; supplemented by three years of progressively responsible information systems experience to include providing technical support in a Windows environment; or an equivalent combination of education, training, and experience.
- Valid California driver's license and an acceptable driving record.
- Ability to rotate "on-call" shifts.

THE CITY OF PORT HUENEME IS AN EQUAL OPPORTUNITY EMPLOYER

250 NORTH VENTURA ROAD • PORT HUENEME, CA 93041 • (805) 986-6587 • www.ci.port-hueneme.ca.us

COMPENSATION

Base Salary Range: \$22.89 - \$29.77 per hour; CalPERS retirement subject to legislative changes effective 1/1/2013. CalPERS retirement formula for "Classic" members is 2.7% at 55-Employer pays employee contribution. The formula for "New" members is 2% @ 62 - Employee pays a contribution of 6.25%.

EMPLOYMENT INFORMATION

The City of Port Hueneme makes reasonable accommodations for the disabled. If you believe you require special arrangements to participate in the testing process, you must inform the Human Resources Department in writing no later than the final filing date. Applicants who request such accommodation must document their request with an explanation of the type and extent of accommodation required.

EQUAL OPPORTUNITY: The City of Port Hueneme is an Equal Opportunity Employer and welcomes applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, marital status, medical condition or disability.

LEGAL REQUIREMENT: On the first day of employment, new employees must provide proof of citizenship or documentation of legal right to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

APPLICATION PROCESS AND SELECTION PROCEDURE: Applications may be obtained at City Hall or downloaded from the City's website (www.ci.port-hueneme.ca.us). Applications must be received by the indicated final filing date, no postmarks allowed. Materials must be complete and clearly indicate the candidate meets the minimum qualifications. All statements made on the application, resume, and supplemental materials are subject to verification. False statements may be cause for immediate disqualification, removal from eligibility list or discharge from employment. Those candidates whose qualifications most closely meet the needs of the City will be invited to continue the process. An eligibility list is established through competitive examination, which may consist of any combination of written examination, practice test, simulation exercise and/or oral interviews. A background investigation will be conducted for an applicant receiving a conditional offer of employment.

MEDICAL EXAMINATION: Prior to starting work, prospective employees will be required to pass a physical capacity examination administered by the City's physician, including a drug screen (for special needs and/or safety sensitive positions), and meet the medical standards of the essential functions of the position for which they are hired. EOE/ADA



ABOUT THE CITY OF PORT HUENEME

Port Hueneme (pronounced "Wy-nee-mee") is a seaside community in Ventura County, California. Port Hueneme is located 60 miles northwest of Los Angeles and 40 miles south of Santa Barbara. The City has a population of 22,202.

Incorporated in 1948, Port Hueneme has a 5-member City Council which functions as the policy making governmental body. The five individuals serve staggered four-year terms in office, with the Mayor and Mayor Pro-Tem being selected by the City Council each year. City services are structured around eight departments: Public Works, Utility Services, Community Development, Housing Authority, Finance, Police, Recreation, and City Administration.

The City of Port Hueneme has seen much dramatic progress since its incorporation. Residents consistently cite the high quality of life offered here due to planned development, excellent public facilities and responsive City services as being primary reasons for choosing to live in the City. A commitment to maintain high standards for a clean and attractive appearance of the City continues to be a major priority. The importance of preserving and enhancing existing amenities to ensure the long-term health and vitality of the community is recognized well.

The City of Port Hueneme employs 120 individuals and has a total budget of approximately \$50 million.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

THE CITY OF PORT HUENEME IS AN EQUAL OPPORTUNITY EMPLOYER

250 NORTH VENTURA ROAD • PORT HUENEME, CA 93041 • (805) 986-6587 • www.ci.port-hueneme.ca.us