



Part-Time Information Technology Specialist/Intern

The City of Forest Hill is currently accepting applications for the position of **Part-Time Information Technology Specialist/Intern**

Duties:

- Installing and troubleshooting end user devices
- Connecting and running infrastructure cabling from room to room
- Configuring network servers and ensuring system backups are completed regularly
- Enforce security on all networks and servers
- configures systems, monitor firewalls, anti-virus, intrusion detection and other security applications
- Provide training and instructions in the use of hardware and software to City employees and make recommendations for hardware, software and other services
- Perform related work as required

Education, training and experience:

This is an entry-level position, ideal for a college student studying in an information-technology field. Experience with Microsoft Windows, Microsoft Office, Networking, Storage Area Networks, Security, Server Hardware/Maintenance and related technologies would be helpful.

Knowledge, Skills and Abilities:

- Ability to work independently and well with others
- Ability to take responsibility in all situations, including emergencies;
- Organized/able to multi-task
- Dependable
- Exhibit professional demeanor at all times
- Excellent communication skills
- Possess outgoing personality

SALARY: Dependent upon qualifications

The City of Forest Hill is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Forest Hill will provide reasonable accommodations to qualified individuals with disabilities.

**Applications are available at City Hall and must be submitted to:
Human Resource Director, 3219 California parkway
Forest Hill, Texas 76119
Download application from www.foresthilltx.org**