The Town of Avon Announces the Recruitment for the Following Position:

INFORMATION TECHNOLOGY SPECIALIST

Department: Information Technology
Status: Full-time, 37.5 Hours/Week
Date Posted: September 20, 2022

Reports to: Library Director
Salary Range: $75,223-105,242
Closing Date: Open Until Filled

Full-time benefits include Health Insurance, Life Insurance, Long Term Disability, 401 (a) Pension Plan, Paid Holidays, Vacation and Sick Leave.

To Apply for this Position: An Employment Application is available in Job Opportunities on the Human Resources page of the Town website www.avonct.gov. Applications may be emailed to HR@avonct.gov, dropped off at the Human Resources Department, or sent by mail: 60 West Main Street, Building #5, Avon, CT 06001. Successful candidate must pass a written exam and/or interview, drug test, and background check prior to employment. **Please see Job Description located at www.avonct.gov for detailed information.**

Summary: Maintain, plan, and coordinate all aspects of Town technology, including but not limited to set up, maintenance, modifications and replacement of employee-used hardware and software, for desktop/ laptop computers, facsimile machines, networked copiers, and scanners. Facilitate all employee access to Town of Avon network accounts and databases. Install, set-up and maintain ongoing functionality of Mobile Database Terminals in Police vehicles. Oversight and maintenance of all Police Department servers and networks, as well as surveillance systems at the Police Department and the Dog Pound. Work with outside vendor to ensure all Town telephones maintain constant functionality.

Examples of Duties: Network administration and maintenance for the Police Department (PD) including troubleshooting hardware issues associated with all Police Department PCs, servers, printers, and Mobile Data Terminals (MDTs). Software and server administration (network server, CAD/RMS database server) including installation of antivirus software and troubleshooting software and database issues associated with recordkeeping systems. Set-up new desktop IP addresses. Set up, maintain, and monitor Mobile Data Terminals. Administer and troubleshoot body-worn cameras and in-car camera systems (hardware functionality and download of data). Obtain quotes and give recommendations for purchase of hardware. Configure and customize new desktops establishing access to various network resources and shared folders and installation of various third-party software. Provide First level support to the Dispatch Center call recording system. Work with the Town's managed IT services provider to facilitate user access to and efficient use of hardware and software resources across Town departments. Troubleshoot PCs, printers, and other peripherals. Assist new employees with on-boarding, including setting up email accounts and accessing network resources, installing new software, configuring, and deploying new hardware, and providing training on technology assets. Serve as an on-site liaison between the Town and IT vendors and consultants. Document IT processes and procedures and keep an accurate and up-to-date inventory of hardware. Assist with special projects.

Minimum Qualifications: Bachelor's Degree in Computer Science or associated field, and a minimum of one (1) year of professional work experience in network or software support; or any equivalent combination of training and experience.

Preferred: Knowledge of law enforcement/police duties.

License or Certificate: Valid Driver's License.

EEO/AA