

City of Las Vegas Career Opportunity

Applications are being accepted for a full-time **Administrator of Computer Operations/Computer Technician** for the City of Las Vegas IT Division.

Entry Level: \$15.73

Nature of Job: This position is a resource person for the various departments throughout the City of Las Vegas for assistance in personal computer problems and mainframe computer systems. Performs system management functions to ensure system reliability, and data integrity. Is responsible for the overall planning, organizing, and execution of all Information Systems and Information Technology functions. Plans, directs, and coordinates activities in such fields as electronic data processing, information systems, systems analysis, and computer programming. Frequent staff and department director contact for technical resolution. Installs, services, maintains, and repairs computer-related products. Configures and installs network software and operating system software. Monitors and installs data communication lines and equipment following vendor standards. Tests and evaluates hardware and software to determine efficiency, reliability and compatibility with existing systems. Develops and writes policies and procedures for installation, use and maintenance of computers and peripherals. Solves hardware and software communication problems. Loads software onto computers and assists users with data communication problems. (A detailed job description is available at the Human Resource Office.)

Qualifications: High School diploma or equivalent; must possess a valid NM driver's license and be insurable by the City's insurance carrier. Bachelors Degree (BA) in Computer Science or four years of related IT experience in a large and progressive IT environment. Experience in designing, building, maintaining, and troubleshooting IT network for a municipality. Knowledge of theory, design and implementation of computer systems, networks, and communications.

Posted: General Public: August 3, 2018 Until Filled

General Public: Defined as any person interested in the position who meets the qualifications. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

Reviewed and approved for publishing by:



Ann Marie Gallegos, Interim City Manager



Human Resource Manager