



## City of Moultrie Job Announcement

**Position:** IT Specialist

**Department:** Finance

**Starting Salary:** \$47,000 (Salary based on education and experience)

**Date:** 2-10-2025

### **General Nature of Work:**

This position is responsible for the maintenance, configuration, and administration of all city technology information systems. Troubleshoots and resolves network issues. Installs and upgrades computer hardware, software, and peripheral devices. Monitors IT infrastructure for performance issues. Installs, maintains, and upgrades computer systems hardware, networking hardware, and telecommunications software/hardware related to the city's network. Assist with the setup and maintenance of workstations, printers, and other IT equipment. Researches, recommends, and implements new technology to improve service to users. Interacts with users to determine technology solutions and improve efficiency. Maintains and troubleshoots city email servers. Manages new/existing user accounts for internal network domain; Administers exchange email servers for internal and remote connections; Manages remote software access on mobile devices and laptops. Works closely with NTS on major IT projects or upgrades. Responds to after-hours emergencies as needed. Assists in the creation and management of the IT budget. Performs other related duties as assigned.

### **Training and Experience:**

Associate's degree in an Information technology-related field or equivalent combination of education and/or work-related technical experience. At least 2 years of related applicable experience is preferred. Ability to communicate technical information clearly and effectively, both verbally and orally. Ability to deal tactfully and courteously with the public, City officials, and other employees.

**If you feel you qualify for the above position, you must report to the Human Resources Office to indicate your interest. The position will remain open until filled.**