



## **JOB OPENING**

### **Micro Computer Support Technician**

**Opening date: January 20, 2012**

**Closing date: February 3, 2012**

The Micro Computer Support Technician works under the direction of the Technology Director with the responsibility of performing a variety of computer-related activities primarily focusing on software and web site support.

This is a technical position responsible for providing software support and assistance to Town departments, diagnosing software problems, testing and installing software and upgrades as well as maintaining software licensing information. This position is also responsible for providing software training when necessary and for assisting in custom report creation.

This position will also provide support for the Town's web site and cable TV channel.

The candidate must have the ability to work well with a variety of different departments, possess organizational skills and have the ability to demonstrate good communication skills.

This is a thirty –five hour per week civil service position which requires the candidate take a competitive test. In order to be eligible for the test, the candidate must meet the minimum qualifications of a Bachelor's Degree in Information Technology from an accredited college or university and six months experience in computer systems support and/or diagnosing and resolving software problems OR an Associates Degrees in Information Technology from an accredited college or university with two years experience as defined above.

Interested candidates should send a resume to the Town of Pittsford, 11 S. Main Street, Pittsford, N.Y. 14534. Attn: Human Resources or e-mail to [jhouse@townofpittsford.org](mailto:jhouse@townofpittsford.org) or fax to 585-248-6247 by February 3, 2012.