



City of South Bend

Vacancy Announcement

Post Date: Monday, March 9, 2015

Closing Date: Until Filled

SYSTEM SPECIALIST INTERN

Category: Temporary

Department: Administration & Finance

Reports To: Director of Information Technologies

Schedule: Monday-Friday, 8 AM-5 PM during Summer 2015

Pay Rate: \$10.00/hr.

Position: SUMMARY

Performs installation, configuration, and system upgrades of computers for the City of South Bend departments.

SUPERVISION EXERCISED

Not applicable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Responsible for configuring new computers, installing hardware and software, and troubleshooting application software problems.
- Responsible for performing Operating System upgrades on desktop and laptop computers
- Responsible for scheduling installation of computers and upgrades with departments
- Responsible for troubleshooting and repairing desktop computers and laptops assigned to City departments
- Provides Help Desk support to end users.
- Serves as a backup to other Information Technologies staff members.

NON-ESSENTIAL DUTIES

- Answers phones, assists customers, and performs other duties as required.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- Undergraduate Junior or Senior status in Computer Science or equivalent major required.
- Minimum of two years' experience in Personal Computer repair.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Ability to travel to multiple sites as required.
- Working knowledge of City or County government a plus.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid driver's license required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the intern is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers to handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Pre-employment drug screen required.

Pre-employment background check required.