



## EMPLOYMENT OPPORTUNITY

### KAYSVILLE CITY

**POSITION:** Information Systems Staff Assistant

**Effective Date:** December 28, 2020.

**Closing Date:** Until Filled. First Review of applications January 15, 2021.

**Status:** 15 hrs/week. Non-benefited position.

**Department:** Administration/IT

**Pay Range:** \$10.00/hr

Now Hiring! We are actively recruiting motivated applicants to join our team.

#### POSITION SUMMARY

Under the general supervision of the Information Systems Manager, the IT Staff Assistant provides technical support and assistance, related to computers, computer systems, and applications. This position is responsible for maintaining computer inventory, and entering data as well as assisting with various other related tasks as needed. Kaysville City provides the opportunity to learn and grow your IT career through hands on experience with a variety of systems and equipment.

#### RESPONSIBILITIES

The duties and responsibilities described are not a comprehensive list, additional tasks may be assigned as needed.

1. Transport equipment and parts to various city buildings and facilities
2. Setup computer equipment in racks or on desks
3. Help Maintain inventory and surplus auction items
4. Support staff with IT related needs.
5. Assist with business operations to include helpdesk support and hardware distribution.
6. Clean and organize IT related Areas
7. Performs other duties and special projects as assigned.

## MINIMUM QUALIFICATIONS

### EDUCATION & EXPERIENCE

1. Graduation from high school or the equivalent (GED).
2. No experience necessary - preference given for computer or IT related helpdesk experience.

### KNOWLEDGE, SKILLS & ABILITIES

1. Entry level knowledge of computers, networks, software and software applications. (preferred)
2. Obtain and keep security clearance. (Pass background check and drug screening)
3. Must maintain a valid driver's license and be insurable.  
Have the ability to learn new technologies, and processes quickly.
4. Have the ability to establish and maintain effective working relationships with associates, departmental officials, and the general public, both in person and over the phone
5. Have the ability to effectively and positively communicate via email, telephone, or in-person with a variety of people.

### 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.

1. While performing the duties of this job, the employee frequently required to sit, stand, walk, talk, and hear and perform light physical activity.
2. The employee must occasionally lift and/or move more than 50 pounds.
3. Repetitive motion with hands, wrists and fingers.
4. Able to operate a motor vehicle.
5. Typically involves contact with Police and Fire personnel, Public Works and Power employees, Office Staff, Elected officials and IT staff.

### WORK ENVIRONMENT

1. Office environment.
2. Occasionally may be exposed to elements such as cold, damp or hot conditions when walking to and from another building.

## SELECTION

Application, review and rating; interview with hiring authority, reference check. Subject to background check and pre-employment drug screen.

## ACCESSIBILITY

Kaysville City is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact Human Resources at (801) 497-7008 or [HR@Kaysvillecity.com](mailto:HR@Kaysvillecity.com).

## EEO

Kaysville City is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, or veteran status.

## HOW TO APPLY

Interested applicants must submit an online application, resume and applicable certifications to Human Resources through the website at [www.kaysvillecity.com](http://www.kaysvillecity.com).

Questions about the position or the application process? Contact the Kaysville City Human Resources Dept. at (801) 497-7008.