

# JOB OPENING

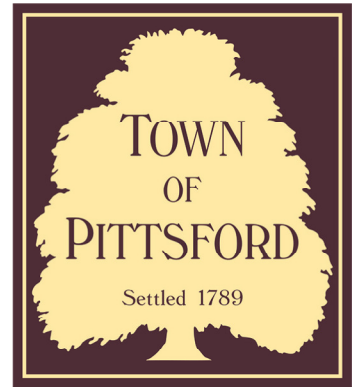
## Information Services

**Position: Computer Support Technician**

(Full-Time)

**Posted: May 25, 2023**

**Deadline: June 26, 2023**



The Town of Pittsford has an opening for the position listed above.

This is a technical position responsible for the installation, maintenance, operation, troubleshooting and repair of the Town's technology equipment such as PC's, laptops, printers, peripherals, etc.

The position has regular contact with external service contractors for technical support and must travel to various departments to service computer equipment. They will also manage equipment installation, replacement, repair, and upgrades and provide help desk support to users.

The incumbent must have: good organizational, interpersonal and prioritization skills; ability to multi-task; good problem solving/troubleshooting skills; good operating knowledge of PC hardware, software applications and networking systems; the ability to diagnose hardware and software problems and to install computer software; the ability to establish and maintain effective working relationships; the ability to communicate effectively both orally and in writing; physical condition commensurate with the demands of the position.

This position requires an A.S. in an information Technology related field plus 2 years of I.T. work experience; or B.S. in an Information Technology related field plus 6 months of I.T. work experience; or any equivalent combination.

This is a full-time, provisional, 35-hour/week civil service position with hours typically Monday-Friday 9am-5pm. Remote work is not available. The pay rate for this position is \$26.28 per hour. A Civil Service exam is required for this position.

Candidate must live in Monroe County for at least 4 months prior to beginning employment, since Monroe County Civil Service Residency requirements apply to this position.

Responding to the Town of Pittsford residents for information and concerns is an important aspect of this job. The candidate must have the ability to communicate effectively with the general public and act as a representative for the Town of Pittsford.

Employees need not be residents of the Town of Pittsford, but shall be required to maintain their primary residence within the County of Monroe or the adjoining counties of Wayne, Ontario, Livingston, Genesee and Orleans within the State of New York. Monroe County Civil Service residency requirements overrule the Town of Pittsford residency for provisional and competitive positions.

The Town of Pittsford provides equal employment opportunities for all employees and applicants for employment. The Town does not discriminate against, or grant preferences to, any person on the basis of race, religion, color, sex, age, ancestry, national origin, marital status, pregnancy, sexual orientation, disability, or any other characteristic protected by federal, state or local law. The Town applies the same policy to all personnel actions, including, but not limited to, recruitment, selection, training, transfers, promotions, evaluation, compensation, discipline, layoffs, terminations, and rehires.

Background checks are required for all employment in the Town of Pittsford. All offers will be subject to successful completion of an acceptable background check.

Interested candidates should send an application, cover letter & resume by mail, email or fax to:

Town of Pittsford  
11 South Main Street  
Pittsford, NY 14534  
Attn: Personnel Department

Email to: [cfleming@townofpittsford.org](mailto:cfleming@townofpittsford.org)  
Fax to: (585) 248-6247  
For an employment application, click [HERE](#)