



# CITY OF PINE BLUFF

## DEPARTMENT OF HUMAN RESOURCES

### JOB ANNOUNCEMENT

**JOB TITLE: PC TECHNICIAN**

<b>Department:</b> IT	<b>Status:</b> Full Time/ Permanent
<b>Salary Range:</b> \$31,752-\$38,888-\$47,627	<b>Available Positions:</b> 1

**Application Process:**

Applicants should apply at City Hall, Room 104, Department of Human Resources by 5:00 p.m. on the closing date. Applicants may also download a copy of the application at [www.cityofpinebluff.com](http://www.cityofpinebluff.com)

**CLOSING DATE:**  
September 18, 2020

<b>Department of Human Resources</b> 200 E. 8 <sup>th</sup> Avenue, Room 104 Pine Bluff, AR 71601	<b>Office</b> (870) 730-2038/ <b>FAX</b> (870) 730-2157 Office Hours: <b>Monday-Friday: 8:00 a.m. – 5:00 p.m.</b>
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**ESSENTIAL JOB FUNCTIONS:** The PC Technician provides setup and configuration of computing peripherals such as printers, CD and DVD read/writers, monitors, scanners, mice, special keyboards and other equipment as necessary. The PC Technician also troubleshoots computer issues, provides hardware replacement, cleaning or repair as needed and maintains compliance with software licensing inventory. The PC Technician relocates computers and peripheral equipment throughout city offices and performs research on technical computer topics as requested by the IT Director and other duties as assigned.

**ACCEPTABLE EXPERIENCE AND TRAINING:** High School or equivalent, plus some higher education (Associate degree or college level course), A+ Certification preferable but not required; Combination of education and experience so as to demonstrate proficiency in PC configuration, maintenance, and troubleshooting.

Two to three years of previous experience including basic networking skills demonstrating ability to connect and configure computers and peripherals networks.

The CITY OF PINE BLUFF is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices on the basis of race, sex, age, religion, national origin or physical or mental disability.

