



## **JOB ANNOUNCEMENT**

### ***General Public***

**OPEN DATE: March 15, 2022**

**CLOSE DATE: Until Filled**

**JOB TITLE:** Administrator of Computer Operations/  
Computer Technician

**PAY RATE:** \$14.00/hour

**DEPARTMENT:** Finance

**DIVISION:** Information Technology

### **SUMMARY**

Performs under the direct supervision of the Finance Director and the Administrator of Computer Operations or designee. This position is a resource person for various departments throughout the City of Las Vegas for assistance in personal computer problems and mainframe computer systems. Performs system management functions to ensure system reliability and data integrity. PC Tech will assist with the development and implementation of a system by planning and directing project activities. Good clear communication is essential to the position due to interaction with staff and vendors.

### **DUTIES AND RESPONSIBILITIES**

- Performs installation and maintenance of computer hardware.
- Installs and maintains communication lines and cabling for information network.
- Issues instructions to users of new computer equipment and maintenance of existing equipment.
- Contacts users or Database staff when errors appear in output data.
- Repairs and maintains data files, manages access to database systems, defines databases and develops database systems.
- Reviews system/physical security and develops measures to protect computer system investment and ensure data security.
- Develops and documents all software projects that are required by various departments including program documentation.
- Support for THE Customer Service and cash receipt applications.
- Will be required to provide network and phone system support.
- Will attend meetings, seminars, trainings, and workshops as required.
- Utilizes technical reference manuals to perform related duties.
- Performs related duties and tasks as required.

### **MINIMUM JOB REQUIREMENTS**

- High School Diploma or equivalent supplemented by (3) or more years work experience in a computer environment.
- Minimum (2) years work experience on various information and/or addressing systems.
- Must possess and maintain a New Mexico Class D Driver's License.

### **PREFERRED REQUIREMENTS**

*Administrator of Computer Operations/ Computer Technician*

- BS Degree preferred in Computer Science or related field.

**EMPLOYMENT REQUIREMENTS**

- Must possess and maintain a New Mexico Class D Driver's License.

**KNOWLEDGE, SKILLS, ABILITIES**

- General knowledge of the City's sites and operations.
- Demonstrate ability to analyze printed or visual data for mathematical and logic progression.
- Ability to review, interpret and apply technical components for addressing Communication Systems.
- Must possess good communication skills both written and oral.

**WORK ENVIRONMENT**

- Work is performed primarily in an office setting, occasional outside building environment to include inclement weather conditions.
- Some travel may be required.
- Mobility factors; walks 5% of the time, Climbs stairs 5% of the time, stands 20% of the time and sits 70% of the time.

**NOTE:** This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

**APPLICATION PROCEDURE** – Interested applicants must submit a City of Las Vegas Employment Application.

The employment application is available at:

[http://lasvegasnm.gov/departments/human\\_resource\\_department](http://lasvegasnm.gov/departments/human_resource_department)

Application Materials can be sent to: Human Resources Department  
1700 N Grand Avenue  
Las Vegas, NM 87701

OR send via email to: [mgarcia@lasvegasnm.gov](mailto:mgarcia@lasvegasnm.gov)

**Reviewed and approved for publishing by:**

  
Leo Maestas, City Manager

  
Human Resource Director