



TOWN OF BELMONT EMPLOYMENT OPPORTUNITY

The Town of Belmont is now accepting applications for a full time position.

INFORMATION SUPPORT TECHNICIAN

Department of Information Technology

Applicants must submit the required Town of Belmont application form, resume and cover letter to the Town's Human Resources Department by the closing date of March 14, 2016.

The Support Technician provides ongoing PC software and hardware support to employees as well as system maintenance and troubleshooting on all computer equipment. Maintains department web page; installs and troubleshoots desktop computers, printers, mobile devices and other peripherals. Assists with capacity planning for computers and networks. Provides for the security of hardware and data. Installs application software. Creates user network accounts, researches hardware and software needs.

Must be available on-call during non-business hours including weekends.

Associates degree in Computer Science or Information Technology with one year of experience in computer networking. Must be familiar with social media and website technology. CompTIA A+ certification or equivalent is required within 6 months of employment.

Hourly range is \$21.66 to \$30.76, 40 hours weekly, including benefits.

Resumes/Applications accepted at the Human Resources Department, 455 Concord Ave, Belmont, MA 02478 or humanresources@belmont-ma.gov, or fax 617-993-2741



Application Process

All applicants are required to complete a Town application form, available from the Town's website, www.belmont-ma.gov, by emailing humanresources@belmont-ma.gov, calling (617) 993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

All full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. Certain positions will also require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department
Town of Belmont
455 Concord Avenue
Belmont, Massachusetts 02478
(617) 993-2740
humanresources@belmont-ma.gov