

Final Filing Date:
Friday,
August 9, 2019
at 4:30 p.m.

CMIT -19-07-004

City of Hesperia

INFORMATION SYSTEMS TECHNICIAN—PART-TIME



\$26.26 per hour
Position will not exceed
960 working hours per
fiscal year

Recruitment is open/competitive and will establish an eligibility list to fill current and future Information Systems Technician Part-Time vacancies.

City of Hesperia

Human Resources
9700 Seventh Avenue
Hesperia, CA 92345
Phone: 760.947.1100
Fax: 760.947.2978
Email: hr@cityofhesperia.us

Please be sure to add the following email to your contacts list: hr@cityofhesperia.us.

APPLICATIONS AVAILABLE:

On the City's website at www.cityofhesperia.us, or on the City's mobile application.

Please visit the Employment page at www.cityofhesperia.us to view full job description and expanded list of qualifications required for this position

THE POSITION

The Information Systems Technician is responsible for providing outstanding customer service when providing technical assistance, training, and support in the use of IT hardware and software and assist the division in the preparation of documentation related to IT systems including work order responses, routing and maintaining the City's technology asset inventory.

QUALIFICATIONS

The ideal candidate will possess the equivalent of two (2) years related experience with relevant computer systems and/or working with personal computers in a time-critical environment, data processing and providing support in an office environment; and a High School diploma or GED. An Associate's degree with coursework in computer science, information systems, or a related field is desirable. A combination of education and certifications may be considered in lieu of experience.

SELECTION PROCESS

All interested applicants are required to submit a City application on-line. All applications will be screened and only those candidates who best match the needs of the City will be invited to compete further in the selection process. Based on the qualifications from this recruitment's applicant pool, the City will exercise its discretion to determine the weight of testing (100%, pass/fail, or a conversion 40%-60%). Testing may include a written, interview, and/or assessment examination. Applicants will receive notification regarding recruitment status within three (3) weeks of final filing date. Notifications are sent to applicants via email.

SPECIAL EMPLOYMENT CONDITIONS (PART-TIME)

All part-time/hourly employees are considered at-will and receive the following benefits:

- Sick leave (24 hours per year—eligible for use on the 90th day of employment)
- 457 (b) Deferred Compensation Program available
- Required participation in the Medicare and Social Security programs



City Government

The City of Hesperia is a general law city with a council-manager form of government. Hesperia has a five member City Council who are elected through a by-district election system to staggered, four-year terms. Council Members also serve as the governing board of both the Hesperia Water District and Hesperia Fire Protection District. As a diverse workforce consisting of over 170 full-time employees, the City incorporates a wide range of departments and divisions including: City Manager (City Clerk, Public Information, Environmental Programs, Emergency Services, Legislative Affairs and Information Technology), Management Services (Finance and Human Resources/Risk Management), Development Services (Building and Safety, Engineering, Planning, Animal Control, Code Enforcement), Public Works (Street Division and Water Division), and Economic Development. Additionally, the City of Hesperia contracts for both Police and Fire services through the County of San Bernardino.

ADA COMPLIANCE REASONABLE ACCOMMODATION FOR THE DISABLED

The City of Hesperia makes reasonable accommodation for the disabled, including an obligation to ensure that only the essential duties of the position are required to be performed. Individuals with disabilities requiring any accommodation, in order to participate in the testing process, must inform the Human Resources Division of the City of Hesperia in writing no later than the final filing date as stated on the job flyer. Also, those applicants needing such accommodations should document this request, including an explanation as to the type and extent of accommodations as well as documentation from a qualified authority of the requirements needed to participate in the selection process and/or perform the duties of the job for which they have applied.

IMMIGRATION LAW

All new employees hired by the City must present written proof of identity and entitlement to work in the United States by providing documentation in accordance with the Immigration Reform Act of 1986.

BACKGROUND CHECK

Prior to appointment, all candidates must successfully pass a confidential background investigation, which includes fingerprinting, drug and alcohol testing and medical examination.

The provisions of this bulletin do not constitute a contract expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

There is a no smoking policy in effect within City offices and vehicles.