

HUMAN RESOURCES, LABOR
RELATIONS, AND ADMINISTRATIVE
SERVICES DEPARTMENT
Telephone (203) 563-0118
Fax (203) 563-0295



TOWN HALL
238 Danbury Road
Wilton, Connecticut 06897

E-Mail Sarah.Taffel@Wiltonct.org

POSITION POSTING

Information Systems Associate

The Town of Wilton seeks an Information Systems Associate to help manage the Town's computing and networking systems. Responsibilities include networks, servers, desktop computers, enterprise software packages, personal productivity software, telecommunications, security, web sites, and video.

This position reports to the Information Systems Director. This is a 35-hour per week position, with the hours generally occurring during the regular 8:30 a.m. to 4:30 p.m. work day.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

- Advanced technical knowledge of Windows operating systems, application software, computer hardware and networking concepts;
- Excellent diagnostic and trouble-shooting abilities;
- Eagerness to learn and ability to master quickly new technical material;
- Ability to learn on the job, to follow procedures, and to take detailed instruction and supervision;
- Ability to work with discretion and confidentiality when dealing with sensitive material;
- Effective communication skills;
- Excellent interpersonal skills, especially in dealing with users who are in need of information technology assistance;
- Flexibility in work hours, with occasional overtime;
- Punctuality and reliability; and
- Ability to use small tools and carry loads up to 40 pounds, climb stairs, drive, walk between buildings carrying equipment, and work in confined spaces such as closets and under desks.

Compensation: \$39,892 - \$43,845 per year, depending on qualifications. Comprehensive benefits.

Call First Selectman's Office, 203/563-0100, for application and copy of job description. E-mail resume and cover letter to sarah.taffel@wiltonct.org while waiting for Town application. EOE.

The position will remain open until filled.

3/25/11:slt