



HELP DESK TECHNICAL ADMINISTRATOR

Town of Culpeper

Salary Range - \$41,430.81 - \$53,860.05

The Town of Culpeper's Information Technology Department is seeking qualified applicants for a Help Desk Technical Administrator.

Primary functions include: coordinate the installation, ongoing operation, security, and maintenance of information systems and resources; serve as point of contact for day-to-day technology needs; develop and maintain an inventory of all application and system software; move and setup workstations to include computer terminal, telephone, and related equipment; perform routine tasks of local area network (LAN) and wide area network (WAN) administration; and perform related tasks as required.

Skills & Qualifications: Candidate must have thorough knowledge of principles and practices pertaining to management information systems; project planning, development, acquisition, installation and administration of information technology systems; general knowledge of training development and training presentation techniques; thorough knowledge of Microsoft Windows and Microsoft software, servers, and hardware applications, Local Area Network and Wide-Area Network systems. Ability to establish and maintain effective working relationships with officials, department heads, and other key personnel; ability to write clear and concise reports; ability to communicate effectively, both orally and in writing.

Education & Experience: Any combination of education and experience equivalent to graduation from an accredited college or university with major coursework in information technology or related field and at least one year of experience in the information technology field. Microsoft Certified Systems Engineer (MCSE) certification preferred.

Application and position profile are available at www.culpeperva.gov. Open until filled.

EOE