

The City of Beaverton is Hiring:

Information Services Specialist

Information Services Division, Finance Department

Application Deadline: Open Until Filled; First Review of Applications on November 8, 2016 at 4:30 p.m. PDT

THE POSITION

This is an exciting opportunity for a highly qualified candidate to be a City of Beaverton Information Services Specialist. This position is responsible for account maintenance, compliance initiatives, and specialized projects.



THE IDEAL CANDIDATE

Minimum Qualifications

- Associates degree in computer science (MCSE or equivalent course work) or five years of experience in LAN and WAN fields, including some experience in a lead role
- Other combinations of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job may be considered
- Valid driver's license and ability to meet the city's driving standards
- Ability to pass drug screen, reference and background check
- Ability to pass FBI CJIS certification within the first 30 days of employment

Preferred Qualifications

- Account creation and management utilizing Microsoft Active Directory and Microsoft Exchange.
- Highly adaptable to learning permission allocation and management of custom developed applications and off the shelf solutions.
- Experience in reviewing and managing enterprise backups.
- Experience in delivering projects that interface with account security solutions such as Microsoft Active Directory.
- Knowledge of group policy with regards to Active Directory.
- Ability to learn and adapt policy initiatives to the City's operational IT infrastructure.
- Knowledge of Microsoft NTFS and share permission management.
- Strong experience in training and mentoring front line helpdesk customer service representatives.
- Experience with administering email systems, such as Microsoft Exchange.
- Ability to participate on a team, establish and maintain effective working relationships, make presentations and develop reports that may include technical information.
- Some experience in customer relationship management and computer system administration.

RESPONSIBILITIES

Essential functions of the job:

- Account creation and resource allocation management
- Backup management and contingency planning
- Security review and policy compliance
- Customer relationship management
- Develop work plans, timelines, and resource allocation for assigned projects
- Install and test various systems and application software packages
- Model and coach employees on excellence in internal and external customer service
- Evaluate performance and program effectiveness and take appropriate action for improvement as necessary
- Provide employees with basic job training and safety instruction
- Support and respect diversity in the workplace
- Other duties as assigned

Apply at BeavertonOregon.gov/jobs or at

City of Beaverton Human Resources Department

12725 SW Millikan Way

Beaverton, OR 97005

COMPENSATION

Salary Range: \$29.20 - \$39.13 per hour

Starting salary will be determined depending on relevant work experience. The city pays the full retirement contribution to PERS; provides employees with an opportunity to participate in a deferred compensation retirement plan; tuition reimbursement program available; public service loan forgiveness program; and offers excellent health, dental, vision and life insurance coverage.

ABOUT BEAVERTON

Beaverton prides itself on being The Best of Oregon. The city is growing and thriving but still has a small town heart and strong sense of community. Beaverton is the sixth largest city in Oregon and was recently named one of the 50 best places to live in America by Money magazine. It is a diverse community of approximately 95,000 people where one-in-three residents are a person of color and 99 different languages are spoken in our schools.

The City of Beaverton is known as an organization that values public service. Our nationally recognized community vision is our beacon. Residents continually give the city high marks, with 71 percent saying things are headed in the right direction. The city's economic base is strong. The city has consistently been ranked as one of the safest in the Pacific Northwest. Beaverton is known for its quality neighborhoods, parks and schools. There are a full range of housing choices, with new exciting urban housing developments underway in our downtown.



Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Department of Veterans Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the Department of Veterans Affairs, unless the information is included in the DD Form 214 or 215. Veterans' preference documentation must be submitted with your application.

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