



JOB ANNOUNCEMENT

TITLE - Administrative Assistant to Director of Communications and the Director of Finance/IT Support Technician

DEPARTMENT – Administration and Finance

DEFINITION – Assist the Directors by performing IT related tasks, administrative support services, and other job related duties.

REQUIREMENTS –

- Minimum 2 years of experience maintenance and/or repair of computer and various peripheral equipment including communication lines and related equipment or, experience in a data or voice communications equipment environment involving troubleshooting and diagnoses of hardware/software problems and electronic equipment installations or, problem identification, repair, and resolutions of telecommunication hardware/software malfunctions.
- NOTE: An associated degree from and accredited college or university in Computer Science, Data Processing, Computer Service Technology, Electronics or Electronic Engineering Technology, Electronics and Computer Technology may be substituted for the above experience requirement.

HOURS - Monday thru Friday from 8:30 to 4:30 p.m. This is a 7-hour work day with 60 minutes for lunch.

JOB DUTIES –

For the Director of Communications:

- Assist in the Director of Communications with troubleshooting and diagnoses of hardware/software problems.
- Handle the installation of new telecommunication equipment.
- Networking of new hardware.

- Assist the Director of Communication with the planning for and upgrading of outdated telecom equipment.

For the Director of Finance:

- Coordinate mass transit payment machines for collections and downloads, software and hardware updates along with routine maintenance.
- Assist in the set-up, verification and coordination of ACH payments between finance and bank.
- Setup, coordinate and verify ACH payment receipts between finance, tax, and utility payments and the bank.
- Coordinate all IT payments for routine items, special requests, updates.
- Assist in the adoption of capital plan for all current and future IT projects.

SALARY - \$35,000.00 - \$72,000.00

Applications and resumes to be submitted to Jacklyn Struble, Director of Human Resources no later than Friday, February 24, 2023. Hard copies may be turned in during regular business hours or you can submit via email to jackie.struble@aberdeennj.org