



City of Mentor

8500 Civic Center Blvd. • Mentor, OH 44060-2499 • (440) 255-1100

JOB OPPORTUNITY

DATE POSTED: Ongoing

CITY OF MENTOR End-User Support Tech Part-Time

The City of Mentor has a part-time opening working on-site up to 25 hours per week, assisting the IT department. Duties include, but are not limited to, coordinating and implementing the City's PC-based software and hardware, assisting all users with related needs and issues, troubleshooting and resolving PC and Local Area Network (LAN) issues, troubleshooting and maintaining printers, installing and configuring component hardware on PC's and laptops, setting up peripherals such as printers or routers, assisting with and implementing projects involving installation of new hardware, organizing and maintaining computer related assets, including non-deployed hardware, and other duties as assigned. Candidate must have a strong working knowledge of Microsoft Office 365 and email systems, be proficient with Microsoft Windows 11 Operating system, have effective verbal and written communication skills and strong interpersonal skills, possess basic knowledge of LAN/WAN technologies and must be able to lift and maneuver PC tower-type workstations, monitors, and other equipment. HS graduate (GED) required.

The hourly range for this position will be: \$21.00 - \$29.27

For additional position details and to apply online visit www.workformentor.com. Applications are also available in the Human Resource Office at the Municipal Center, 8500 Civic Center Blvd., Mentor, OH 44060. Position will remain open until filled.

The City of Mentor is an Equal Opportunity Employer and will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.
EOE/ADA