



# City of Mentor

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

## JOB OPPORTUNITY

**Date Posted:** August 02, 2023

### **END-USER SUPPORT TECH PART TIME**

The City of Mentor has part-time openings working 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 10/11 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.

***Hourly rate of pay range: \$15.90 - \$29.27***

Please visit [cityofmentor.com/employment](http://cityofmentor.com/employment) to apply online. Applications are also available at the Mentor Municipal Center, 3rd Floor, 8500 Civic Center Blvd., HR Office 3rd floor, Mentor, OH 44060.

***Applications will be accepted until position is 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