



City of Mentor

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

JOB OPPORTUNITY

DATE POSTED: April 28, 2025

CITY OF MENTOR IT SUPPORT SERVICE SPECIALIST Full-time

The City of Mentor is seeking a ***Support Service Specialist*** to work in their Information Technology department. This full-time position will report daily to the office and be responsible for the City's computerization and information systems network providing user support and training. The ideal candidate will have experience diagnosing, troubleshooting, and resolving hardware, software and other network and system problems as well as maintenance of server hardware. Set up and configure PC's, printers, mobile device, etc. An associate degree with major course work in the areas of computer science or computer engineering, hands-on experience with PCs in a client/server network environment as well as experience with Microsoft Office applications, Windows operating systems; McAfee, Cisco phone systems, LAN/WAN routing and support or any equivalent combination is preferred. Must be able to establish and maintain effective working relationships with employees and the public; and the ability to communicate effectively.

Salary range for this non-exempt position is \$60,000 - \$89,000 (DOQ) and includes a comprehensive benefit package.

Apply online at www.workformentor.com. ***In order to be considered for this position, please submit your application and resume*** online or mail to Human Resource Office, Mentor Municipal Center 3rd Floor, 8500 Civic Center Blvd., Mentor, OH 44060. Applications/resumes will be reviewed upon receipt and will be accepted until the 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