

The Municipality of Penn Hills is looking to hire a full-time Assistant to the Information Technology Director. The selected applicant would begin work in January 2024.

The IT Assistant will provide a wide variety of technical maintenance, upgrades, and implementation of workstations, servers, software applications, peripherals, social media, security systems, and network infrastructure. Additional duties will include responding to queries, running diagnostic programs, and isolating problems to determine and implement solutions in a timely manner. Must be able to exercise considerable independent judgment, work on multiple projects simultaneously, and adapt to a changing network environment while providing excellent technical service and assistance as needed. Work is primarily performed in an indoor office environment, with occasional travel to remote sites within the Municipality of Penn Hills. May require lifting up to 50 lbs. when carrying workstations, servers, small printers, and other miscellaneous computer equipment.

Applicant must possess a valid PA Driver's License, one year of experience in the information technology field, and either an Associate's Degree from an accredited school in computer information technology, computer technology integration, networking technology, or related area; or any equivalent combination of training and experience which provides the necessary knowledge, skills, and abilities.

2024 Hiring Salary Range: \$55,000 - \$60,000 with full benefits package.

To apply please mail application and resume to Municipality of Penn Hills - Attn: Human Resources, 102 Duff Road, Penn Hills, PA 15235 or e-mail to hr@pennhills.org Applications are available at <https://pennhillspa.gov/employment>. Review of applications will begin October 2, 2023.

**NO PHONE CALLS PLEASE.
IF SELECTED FOR AN INTERVIEW WE WILL CONTACT YOU TO SCHEDULE.**

Penn Hills is a residential suburban community outside of Pittsburgh and is an Equal Opportunity Employer.