

NOTICE TO LOCAL #1300 EMPLOYEES
SUBJECT: NEW JOB

Pursuant to Article VII, Section 2 and 3 of the 2002-2006 Collective Bargaining Agreement between Public Service Employees Local #1300 and the City of Wilkes-Barre, vacancies are to be filled through a bidding process.

The City has a new job. Consequently, applications for the position of **IT TECHNICIAN**, Department of Finance will be accepted in the Bureau of Human Resources from January 3, 2007 to January 9, 2007. Applicants who wish to be considered for this position shall submit a standard application and/or resume to Christine M. Jensen, Human Resources Director and shall attach thereto any other data that would be helpful in determining their qualifications.

Pertinent information for this position is as follows:

1. RATE OF COMPENSATION:

- a. The 2007 salary for this position is \$32,000.00.

2. DUTIES:

- a. Maintain and troubleshoot hardware and software within the Information Technology Department and all other City departments and bureaus;
- b. Perform hardware maintenance and software upgrades as assigned;
- c. Respond to user helpdesk issues for IT and related issues.
- d. Perform all other related duties.

3. QUALIFICATIONS:

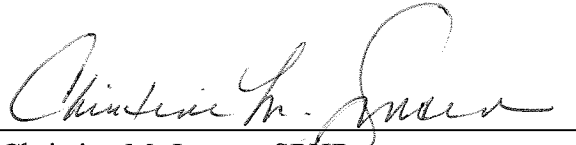
- a. Experience working with the following systems: HTML, Microsoft Windows XP, Microsoft Windows Server 2003, Microsoft Windows Server 2000, Microsoft Windows Professional 2000, Microsoft Office (Access, Excel, PowerPoint, Word, Outlook), Multi-Function Network Office Machines (Print/Scan/Fax/Copy units);
- b. Two (2) years of experience working in the computer information systems field;
- c. Experience working with municipal software preferred;
- d. Bachelor degree in computer information systems;
- e. Excellent communication skills, both written and oral;
- f. Ability to work efficiently and effectively with employees of other City Departments;
- g. Ability to work with minimal supervision;
- h. Valid Pennsylvania Drivers License;
- i. Ability to physically perform the duties listed above.

4. PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- a. Position requires walking, bending, stooping, climbing, working from a reclined and elevated position, crawling and lifting of up to fifty (50) pounds up to twenty (20%) percent of the time.

5. OTHER:

- a. Wilkes-Barre City residency required throughout duration of employment. Successful applicant may take up to six (6) months to establish residency within the corporate boundaries of the City of Wilkes-Barre.



Christine M. Jensen, SPHR
Director of Human Resources
January 2, 2007

**INDIVIDUALS OTHER THAN MEMBERS OF PUBLIC SERVICE EMPLOYEES LOCAL #1300
MAY APPLY FOR THIS POSITION BUT THEY ARE NOT COVERED BY ARTICLE VII OF THE
AFOREMENTIONED COLLECTIVE BARGAINING AGREEMENT.**

**THE CITY OF WILKES-BARRE ASSURES THAT EMPLOYEES AND APPLICANTS FOR
EMPLOYMENT ARE NOT DISCRIMINATED AGAINST BECAUSE OF RACE, AGE, COLOR,
RELIGION, SEX, NATIONAL ORIGIN, DISABILITY OR FAMILY STATUS.**

**THE CITY OF WILKES-BARRE IS AN EQUAL EMPLOYMENT/ AFFIRMATIVE ACTION
EMPLOYER.**