



Man-Tra-Con Corporation is working with a local employer to fill the following position:

**Job Title:** IT Work Experience (TS-010522-01)

**Location:** Mt. Vernon, Illinois

**Salary:** \$16.50 per hour

### **Job Description**

The City of Marion is seeking candidates for a Work Experience IT position. This position would begin on February 1, 2022. Job duties will include the following:

- Identify, analyze, resolve hardware, software and network-related problems
- Troubleshoot and resolve problems whenever possible
- Troubleshoot mild to complex issues relating to installation, configuration and functional/technical support of software systems
- Proactively provide preventative maintenance; keep abreast of current installed operating systems, application software and computing standards to ensure all versions are up-to-date as recommended by IT Director, Homeland Security and external application vendors
- Install and coordinate repair of wide variety of computing devices and peripherals on the desktop and attached to network
- Provide Tier II support for applications including Web browser, email, third party client applications, client/server and Web applications
- Assist with the maintenance of the City of Marion System (GIG) system
- Maintain the asset management program
- Work under the supervision of the IT Director to perform root cause analysis and develop permanent solutions to prevent recurring issues
- Support and maintain computer image backups and storage
- Participates in long and short range technology planning
- This position will have variable hours, reflecting the needs of the City
- This is a non-union, hourly, professional position
- Other duties as assigned

### **Requirements**

High School Diploma or GED is required.

### **How to Apply**

This employment opportunity is available at no cost to you! To apply, send your resume to:

[EmilyPerks@mantracon.org](mailto:EmilyPerks@mantracon.org)

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