



**TOWN OF UXBRIDGE**  
**21 South Main Street**  
**Uxbridge, MA 01569-1851**  
**Phone 508-278-8600**  
**Fax 631-237-5422**

**NOTICE**

**POSTED:** February 25, 2020

**NOTICE:** Full-Time Job Opening Hours: 37.5

**CLASSIFICATION:** Coordinator/Senior level IT Technician

**DIVISION:** Information Technology

**REQUIREMENTS:** Per Attached Job Description

**WAGE:** DEO

**AVAILABLE:** February 25, 2020, open until filled.

**APPOINTING AUTHORITY:** Technology Director/Town Manager

All interested, qualified candidates should submit a Town of Uxbridge application, along with a letter of interest, resume, and the names of three professional references to Human Resources, Town of Uxbridge, 21 South Main Street, Uxbridge, MA 01569 or email same to [HR@uxbridge-ma.gov](mailto:HR@uxbridge-ma.gov). Posted: Town Hall, Library, Fire Department, DPW, Council on Aging, Police Station

**The Town of Uxbridge is an Equal Opportunity Employer**

## **Town of Uxbridge**

Coordinator/Senior level IT technician

Salary: BOE

Hours: 37.5

Start Date: ASAP, open until filled

### **Purpose Statement:**

The Coordinator/senior level technician is established for the purpose of providing technical leadership for the town by coordinating, maintaining, all of the technology systems in the Town of Uxbridge from the direction of the Technology Director.

### **Qualifications:**

- 3-5 years' experience in a technology leadership position preferred
- Extensive knowledge of technology uses in hardware and network operations, as well as management systems.
- Demonstrated success working within a diverse workforce with multiple constituencies.
- Extensive Knowledge of network security is preferred

### **Responsibilities:**

1. Attends various events (e.g. meetings, conferences, training sessions, information sessions, Board Meetings, administrator events) for the purpose of communicating and/or gathering information required to perform the functions of the job.
2. Authorizes permissions and individual access to technology applications or services for the purpose of ensuring proper access to technology systems by staff, and others consistent with the direction of the Director of Technology.
3. Communicates technology related activities in a timely manner to all stakeholders.
4. Manages the installation of technology systems and tools (e.g. hardware, software, systems, wiring, specialized applications and tools) for the purpose of ensuring the safe, timely and efficient installation of technology equipment and services.

5. Maintains technology equipment and systems (e.g. servers, access points, software applications, network, mobile devices) for the purpose of ensuring that systems are functioning properly and effectively in support of town staff at the direction of the Director of Technology.

6. Helps manage and maintain inventory and surplus of technology equipment, systems and related services for the purpose of ensuring that all technology purchases for goods and/or services are consistent with the towns technology objectives.

7. Helps oversees functioning of the technology operations for the purpose of ensuring an effective, efficient and safe environment, where technology equipment and applications are utilized appropriately and efficiently.

8. Prepares a wide variety of documents, reports and materials (e.g. reports, policy and procedure documents, emails, memos, correspondence, specifications) for the purpose of providing necessary information to support town operations, including reporting internally and externally to the state or federal agencies, and other entities as required by town, state and/or federal regulations.

9. Supervises assigned technology staff (e.g. hiring recommendations, interviewing, training, evaluations, etc.) for the purpose of maximizing the efficiency of the workforce and meeting operational requirements.

**Evaluation:**

The Coordinator/senior level technician will be supervised and evaluated annually by the Director of Technology.