

NEW YORK CITY COUNCIL JOB POSTING

Position	Information Technology Specialist	Work Hours	9am – 5pm, some weekends and holidays
Division	Information Technology	Open Date	January 27, 2016
Number of Positions	1	Close Date	Until Filled

DUTIES AND RESPONSIBILITIES

The New York City Council's Information Technology division is looking for a talented individual who is ready to join our incredible team.

Duties of the position include analyzing end-user hardware and software issues, implementing complete solutions to restore system functionality, providing timely and effective technical support to both internal and external staff, adhering to problem management and documentation practices as per Information Technology policies and procedures, supporting remote users and office locations, showing methodical and disciplined approach to problem solving. Travel to offices in the five boroughs of New York City approximately 25%.

REQUIREMENTS

Valid New York State driver's license; minimum of 3 to 5 years of experience in a Help Desk, technical support role, strong ability to work in a team environment, excellent oral and written communication skills, exceptional attention to detail and organizational skills; knowledge of Microsoft Windows 7, Microsoft Office Suite 2016, Windows Active Directory, TCP/IP, LAN troubleshooting, DNS, DHCP, VOIP support, Citrix support, and mobile device troubleshooting. Mac experience is a plus.

Excellent benefits package and salary commensurate with experience.

New York City Residency Required within 90 Days of Appointment

HOW TO APPLY

Qualified candidates should forward a cover letter and resume to:

MAIL: New York City Council
Attn: Administrative Services/Job ITSPEC
250 Broadway, 16th Floor
New York, NY 10007

FAX: (212) 791-5266

E-MAIL: recruiter250b@yahoo.com

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

THE NEW YORK CITY COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER
