

**CITY OF YOAKUM**  
**EMPLOYMENT & PROMOTIONAL OPPORTUNITIES**  
**Job Posting No: 287**

The City of Yoakum needs qualified individuals to fill the following position. If you qualify for the position and are interested, please contact:

CITY CLERK  
City of Yoakum  
808 Hwy 77-A South  
Yoakum, Texas 77995  
(361) 293-6321 (Voice)  
(361) 293-5234 (TDD)

Final selection for hiring is subject to City Manager's approval. In case of equally qualified applicants, City employees will be given hiring (promotional) preference.

In order to provide a drug-free work place, the City of Yoakum requires drug testing as part of the pre-placement physical. The City of Yoakum is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.

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**DEPARTMENT:**           **INFORMATION TECHNOLOGY DEPARTMENT**

**POSITION:**           **Information Technology Assistant**

**ESSENTIAL DUTIES:** Research and make recommendations for equipment necessary to gather utilities data and information on load profiles, metering systems, including software and hardware components of the system; perform preventative maintenance and repairs to electronic equipment, computer equipment and software including the SCADA system and related equipment. When necessary make recommendations for upgrading of electronic/technical equipment and develop specifications for the equipment; work to create the computer, network, and communication systems as needed in the City, and then work to ensure that these systems are working correctly and efficiently; ensure that systems stay secure, technology support is available, and that updates are made as needed; develop technical specifications for needed computers and other technology equipment to provide to Purchasing Agent for purchase; serve as point person for trouble shooting existing hardware and software issues; serve as point person for integration of future improvements to the City hardware and software systems; coordinate, schedule, and instruct in-house computer software training for City employees; other related duties as assigned; subject to twenty-four hour recall.

**QUALIFICATIONS:** Degree from College or Technical School in a related field; one-year experience in related field, or five years of experience in related fields; and be proficient in the use of Office and other commonly used software programs

**PHYSICAL REQUIREMENTS:** Fingers, hands and arms dexterity; eye-hand coordination; good hearing and vision; lifting of office materials, boxes and supplies; sitting long hours, standing, stooping, bending, squatting and walking associated with an office environment

**STARTING SALARY:** \$18.22 - \$28.77 Hourly (BOQ)

**CLOSING DATE FOR RECEIPT OF APPLICATIONS:**           **OPEN UNTIL FILLED**

Notice Posted Thursday, April 28, 2022 at 1:30 PM