

NEWTOWN MUNICIPAL CENTER
3 PRIMROSE STREET
NEWTOWN, CONNECTICUT 06470
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Patrice Fahey
Human Resources Administrator

TOWN OF NEWTOWN
OFFICE OF HUMAN RESOURCES

**TOWN OF NEWTOWN
POSITION OPEN**

**Town GIS/Information Technology Specialist
Full-time**

General Statement of Duties: Working closely with the town departments in the design, implementation and modification of data layers and maps using ArcGIS technology. Must have working knowledge in work order systems, and work flow systems which interface with GIS. Maintain ArcGIS software at supported levels and ensure proper operation of the system. Produce a variety of land use maps as requested. Knowledge of server 2003, server 2008 and virtual machines and be able to perform routine maintenance, installs, and repairs to ensure proper operation of town computer systems including issues of server/network access. Perform basic server administration. Guide end users in routine use of equipment and common software packages. Performing routine PC maintenance, installs, and repairs to ensure proper operation of town's workstation (client) computers. This includes, but not limited to, changing memory, motherboards, video cards, cd and hard drives. The incumbent should be knowledgeable with respect to procedures on changing passwords on various vendor software programs.

Education and required knowledge:

Knowledge of GIS and ESRI software a must
Knowledge of database manipulation a must
Must be an organized, self-directed worker
Ability to establish and maintain a cooperative working relationship with colleagues, supervisor and the user community.
Proficiency in Windows 7, Server 2003, and Server 2008 is strongly desirable.
Knowledge of Server setup and security policies
Knowledge of router configurations
Fluent use of email and the Internet and Microsoft Office Suite
Possess a valid Driver's license
Able to lift and/or carry objects weighing up to 50 pounds repeatedly
Must be an organized, self-directed worker
Knowledge of Windows operating systems and control panels
Understanding of IP networks, able to install networked printers, recognize IP addresses, install hubs install switches
Familiarity with Server based environments including an understanding of user rights and permissions
Fluent use of email and the Internet and Microsoft Office Suite

Salary: \$42,000 - \$45,000

Please apply
Office of the First Selectman – Human Resources
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EEO/Affirmative Action Employer