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EMPLOYMENT OPPORTUNITY

PART-TIME IT TECHNICIAN

The Brunswick Housing Authority is accepting applications for the position of IT Technician. Under direct supervision of the Director of Information Technology, this position assists with any and all IT functions and systems operations.

- Works in close collaboration with the IT Director in providing guidance to staff and managing operational activities to achieve the department's long and short-range goals and business objectives.
- Supports the IT Director with the following: Instructional Technology, Help Desk, Computer Labs, Media and Audio-Visual, Server and Network Administration, and Communication services.
- Resolves client issues in an effective and efficient time frame.
- Makes recommendations for technical improvements to business processes.
- Analyzes, develops, and recommends plans and solutions to property-wide telecommunications and Data Center operations services including hardware and software activities and associated problems.
- Evaluates and recommends new tools and methodologies that will expedite or enhance the operational/development process.
- Assists in preparing and monitoring equipment and supplies.
- Oversees the inventory and reconciliation of all newly procured technology materials and ensures accurate product tracking and delivery to appropriate requesting department. Maintains detailed and up-to-date records of all Housing Authority technology purchases.
- Coordinates system availability, performance management, and capacity planning issues; assures timely, accurate and prompt turnaround of work orders/requests.

Minimum Requirements

High School Diploma or GED required supplemented by three (3) years previous experience and/or training involving computer operations, hardware/software maintenance/repair, PC troubleshooting, and network administration; proficiency in Microsoft Office products and Windows 10/11 operating systems; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

This is a part-time, no benefits job with an entry rate of \$23.20 per hour.

Please submit the [BHA Application for Employment](#) to Orah Reed, Director of Human Resources at oreed@brunswickpha.org by 4:00 pm EDT on Wednesday, December 4, 2024.