



1126 Albany Street  
Brunswick, GA 31521-1118

Telephone: (912) 265-1334  
Fax: (912) 265-1280  
TDD: (800) 255-0056

## RECRUITMENT ANNOUNCEMENT

### PART-TIME IT TECHNICIAN

The Housing Authority of the City of Brunswick (BHA) provides quality, affordable housing assistance programs to low-income families residing in Brunswick and Glynn County, GA, and administers the following programs: Low Income Public Housing; Capital Fund Program; Housing Choice Voucher Program; and Business Activities including privately owned apartments, and participation in joint venture and tax credit property.

BHA is seeking qualified applicants for the position of **Part-Time 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**

Associate's degree in Information Technology or related field 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.

**Compensation and Benefits**

This part-time position offers a starting hourly rate of \$22.08. Employees are eligible to accrue both sick leave and vacation leave.

**How to Apply**

Candidates must complete the employment application available at Job Application – Brunswick Housing Authority, Georgia. In addition, applicants should submit a cover letter and résumé to Orah Reed, Director of Human Resources, at [oreed@brunswickpha.org](mailto:oreed@brunswickpha.org) no later than 5:00 p.m. EDT on Friday, March 6, 2026.