CITY OF MELROSE   Information Technology

Please send cover letter and resume to Neal Ellis at <u>nellis@cityofmelrose.org</u>. Position is open until filled.

City of Melrose is an Equal Opportunity Employer * No Residency Requirement*
In the City of Melrose, we value diversity, equity, and inclusion and believe that everyone in the community deserves excellent public services and access to resources regardless of race, gender/gender identity, religion, ethnicity, physical abilities, age, sexual orientation, veteran status or personal experience. We believe in the benefit of diversity, which allows us to become aware of varied ways of engaging with citizens and to discover, design and deliver enriched solutions and services for our community. The City embraces and encourages all qualified candidates to apply.

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Title: IT Intern
Department: Melrose IT Department
Supervisor: Chief Information Officer
Status: Paid, Full Time, Mon- Fri, 35 hours per week; $20.91/hr
                        Seasonal Position as classified by the Affordable Care Act
                        (Not to exceed 6 months of employment)

The City of Melrose is located 8 miles North of Boston and is accessible by the Commuter Rail Line and the Orange Line Subway. City Hall is conveniently located at 562 Main Street, a short walk from the Commuter Line or a bus ride from the subway station.

Summary: The Melrose IT Department is currently looking for an IT Intern to assist with various functions of the department. The department operates the network and computers within the Melrose Public School District and the City of Melrose. This position assists staff with technical support. Activities require interaction with application software and operating systems to diagnose and resolve unique, non-recurring problems.

Responsibilities:
- Support end users with applications
- Repair or replace broken equipment
- Install software applications PCs, printers and other peripherals
- Image hard drives for rapid deployment locally and/or over the network
- Travel to any of the locations within the City and School District for repair and/or transport of equipment to those locations
- Run and terminate network cabling through LAN/WAN/WLAN locations
- Document configurations and procedures fully and clearly.
- Follow established protocols and procedures.
- Maintain confidentiality regarding data stored, processed, or accessed.
- Assist Systems and Network Administrator in systems and networking support
- All other duties as assigned

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, including office equipment or controls and reach with hands and arms.
- The employee frequently is required to sit, talk and hear.
- The employee is occasionally required to stand and walk, stoop, kneel, crouch or crawl, climb a ladder, work above his/her head and taste or smell.
- Weight must be lifted or force be exerted in the performance of this job such as moving computers, monitors and equipment or running cabling.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds.
- Specific vision requirements required by this job include close vision, distance, vision, depth perception, and the ability to adjust focus.
- Employees are required to maintain a safe working environment and take steps to prevent harmful injury to themselves or other co-workers.
- Employee will occasionally need to access wall and ceiling mounted equipment such as wireless access points and projectors with the use of a ladder.
- Employee will occasionally need to access drop ceiling spaces to install and maintain network and other low voltage (non-electrical) cabling.

Other Requirements:
1. A state Criminal Offender Record Information (CORI) will be performed with permission of the possible candidate who is to be hired. The results of the CORI can determine the eligibility of the candidate to work in the City and Schools.
2. Employment Authorization with E-Verify.