

New Orleans City Park Full-time Job Vacancy Notice: I.T. Technician



New Orleans City Park is seeking a full-time I.T. Technician to assist in the prep, setup, and deployment of I.T. equipment as well as tech support for all City Park fundraising events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in assessing and preparing facilities for installation of network components, computers, POS equipment, and cable connectors.
- Receives instruction or on-the-job training on basic structures of organization and technology tools for systems software/hardware, database software, and/or network software/hardware.
- Assists in monitoring and analyzing network, hardware, database software, and/or network software/hardware.
- Responds to user reports of difficulty or malfunctions by identifying or diagnosing source of problem.
- Performs Help Desk duties including recording service calls, maintenance activities, equipment inventory, trouble reports, and calls to vendors.
- Maintains and repairs equipment hardware and/or software, isolating and replacing failed components where possible.
- Provides I.T. support and assistance with all Park fundraising events.

EDUCATION and/or EXPERIENCE:

Experience or training in computer systems programming, computer operations, network communications, production control, electronic technician work, or computer systems liaison work.

*To apply you may email your resume to City Park's Human Resources department at hr@nocp.org, or you may complete an application at the City Park Administration building located at 1 Palm Drive in City Park, Monday through Friday between 8:30 a.m. and 4:30 p.m.