

CAREER OPPORTUNITY

Job Title: I.T. System Administrator and Administrative Assistant
Reports To: Hildale City Manager
Location: Hildale City, Utah
Pay: \$40,000 - \$50,000/YR
Job Status: Full-Time

ABOUT HILDALE:

Hildale City is the backyard of Zion's National Park. Located on the Arizona/Utah Border, Hildale City is an outdoor recreational hub. We pride ourselves in providing municipal services to the citizens of Hildale in a fun and friendly way.

JOB DESCRIPTION:

This position is part time Information Technology (I.T.) System Administrator and part-time Administrative Assistant. I.T. Administrator is responsible for maintenance and preventive care of all Hildale City I.T. Administrative Assistant will be tasked with projects like GIS data upload, accepting applications for and issuing of business licenses.

I.T. ADMINISTRATOR RESPONSIBILITIES:

- Maintain Hildale City fiber lines
- Manage application users
- Create and implement physical and cyber security plan
- Backup servers on regular basis

ADMINISTRATIVE ASSISTANT RESPONSIBILITIES:

- Accept business license applications
- Process business license applications through Hildale City Administration
- Perform other administrative tasks as required

POSITION REQUIREMENTS:

- Experience in Administering I.T. Systems, including VoIP, Networks, and Printers
- Proficient in Word, Outlook, and PowerPoint
- Advanced abilities with Excel
- Ability to handle supervisory responsibility if necessary

HOW TO APPLY

Please send a resume, cover letter, and application to:

Vincen Barlow – recorder@hildalecity.com

Only qualified individuals being considered will be contacted for an interview.



320 East Newel Avenue | Hildale City, Utah 84784

HildaleCity.com