

CITY OF FREEPORT
REQUEST FOR QUALIFICATIONS

The City of Freeport is accepting Requests for Qualifications for the position below through October 9, 2014.

JOB TITLE: INTERNET TECHNICIAN /IT SUPPORT SPECIALIST

JOB CLASSIFICATION: ANNUAL CONTRACT

JOB PURPOSE: Maintaining and expanding the computer system for the City of Freeport, under the general direction and supervision of the Mayor.

SKILLS AND ABILITIES REQUIRED:

1. Considerable knowledge of computer systems and programming concepts
2. Considerable knowledge of network design
3. Considerable knowledge of Windows operating systems
4. Considerable knowledge of PC applications such as Word, Excel , PowerPoint and Access
5. Ability to carry out oral and written instructions
6. Ability to make sound independent judgments
7. Skill in the techniques, methods, and procedures involving systems analysis
8. Ability to interact professionally and maintain effective working relationships with superiors, co-workers, government officials and the general public.
9. Ability to work in a fast-paced automated environment
10. Ability to communicate clearly and effectively
11. Possess a valid driver's license

EDUCATION AND EXPERIENCE REQUIRED:

1. Graduation from an accredited high school or equivalency.
2. Specialized or technical knowledge requiring two(2) years formal training (Associate Degree); or any equivalent combination of training and experience which provides the required knowledge; 3-5 years related experience
3. Must be A+ certified and Network+ certified.
4. Must submit 3-5 references which can confirm qualifications and experience

COMPENSATION: Negotiated by the City Council based on qualifications.

Interested parties should submit their RFQ package in person to the Office of the Mayor, located in Freeport City Hall at 112 Highway 20 W/Freeport , Florida 32439 or by mail to Mayor Russ Barley/City of Freeport/P.O. Box 339/Freeport, Florida 32439. Packages must be date-stamped received by 4:00 pm on October 9, 2014.