



Job Posting
Information Technology Coordinator

Pay Range:

\$50,000-\$55,000 annual salary based on experience. In office, 40 hours a week, Monday-Friday.

Benefits:

The City of Berkley offers a competitive benefit package including low deductible medical insurance, no premium dental and vision, paid time off, short term and long-term disability, life insurance, and a generous 401 (a) match.

Duties:

- Provide day-to-day technical support for City staff, including troubleshooting hardware, software, and network issues.
- Maintain the City's IT infrastructure, including servers, networks, workstations, printers, phones, and mobile devices.
- Assist with cybersecurity efforts, including system updates, user access management, data protection, and compliance with applicable standards and policies.
- Assist with technology planning, system upgrades, and implementation of new software or hardware.
- Develop and maintain IT documentation, procedures, inventories, and user guides. Keep logs of warranties, repair and service activities, licensing information, and other relevant information.
- Support technology needs for public meetings, including audio/visual systems and remote access.
- Interact with vendors and service providers regarding delivery or installation of equipment, upgrades, and equipment maintenance.
- Assist the Communications Director with updates and troubleshooting the City website.
- Participate in emergency response and continuity of operations planning as it relates to technology.
- Perform other related duties as assigned.

Requirements:

- Associates degree in Information Technology, Computer Science, or a related field; relevant hardware, networking, or software certifications preferred.
- Minimum one year experience providing network administration and computer hardware and software support in a professional environment.
- Strong working knowledge of installing, configuring, troubleshooting, and maintaining local and wide-area networks, servers, operating systems, security tools, and peripheral equipment.
- Proficiency with Google Workspace and Microsoft products and operating systems, including Microsoft 365/Office, Windows, Windows Server, and municipal or enterprise software systems; experience with BS&A or similar systems and website maintenance tools preferred.
- Experience supporting and maintaining a wide range of software applications, including databases, spreadsheets, word processing, GIS, and web-based platforms.
- Ability to diagnose technical issues, train end users, and provide clear, customer-focused technical support to staff with varying levels of technical expertise.
- Knowledge of or ability to quickly learn municipal operations and how technology supports public-sector services.
- Strong communication, analytical, and organizational skills, with the ability to prepare clear documentation, reports, and responses, work independently with limited supervision, and maintain effective working relationships with employees, supervisors, and vendors.
- Must possess a high school diploma or equivalent (G.E.D) and be at least 18 years of age at the time of application.
- Ability to drive to various City buildings. Must possess a valid driver's license with a good driving record.

To Apply:

Please submit a completed application to Human Resources Director Jessica Stover at hr@berkleymi.gov . Applications must be submitted via email. Application Packet: <https://www.berkleymi.gov/employment>

EEO/ADA Statement:

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Berkley does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested. Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 658-3356 or Jstover@berkleymi.gov if auxiliary aids or services are needed. Reasonable advanced notice is required.