CITY OF HAWTHORNE
Human Resources Division
4455 W. 126th Street
Hawthorne, CA 90250
(310) 349-2950
www.cityofhawthorne.com
An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

INFORMATION TECHNOLOGY SERVICES TECHNICIAN (Part-Time)
(Non-Classified)

SALARY: **$17 per hour**

Opens: **Friday, April 5, 2013**
Closes: **Open until sufficient amount of applications are received.**
(No faxes, postmarks, or emails accepted)

THE POSITION

Under general supervision, provide short-term staff support to the City's Information Technology Services Department, assist in installing and maintaining the City's computer systems, applications and networks; provide user support; and related work as required.

MINIMUM QUALIFICATIONS

Must be a student in good standing at an accredited college or university with major course work in Computer Information Systems or a related field; Must possess a valid California driver's license at the time of employment; No criminal history.

APPLICANT INFORMATION

Applicants must file a complete and concise City of Hawthorne application. A required city application may be obtained online at www.cityofhawthorne.com, in person from the Human Resources Division – 4455 W. 126th Street, Hawthorne, CA 90250 – or by calling (310) 349-2950. Applications may be accompanied by a resume describing experience, education and training in relation to the requirements of the position, however resumes will not be accepted in lieu of a City employment application. All application materials must be submitted to the Human Resources Division by the final filing date and time. The City of Hawthorne is not responsible for deliveries made by the U.S. Postal Service or any private courier service. Applications arriving after the approved filing date will not be accepted.

TESTING

Oral Interview (100%). **As a condition of employment, candidates must pass a fingerprint check and provide proof of successfully passing a medical exam.**

RECRUITMENT PROCESS

Application Procedure: A City application is required for every position applied for and must be filled out completely, showing clearly that the minimum qualifications are met. All statements are subject to investigation and verification. False statements will be cause for disqualification, removal from the eligibility list, or discharge from employment. Applicants will be notified by mail of all actions taken with regard to their application.

EMPLOYMENT INFORMATION

All employment offers are conditional based upon the successful completion of a City paid pre-employment background investigation (including a polygraph examination), a medical exam, drug screening, fingerprint processing (criminal record check), and a psychological evaluation.

Disabled applicants requiring special testing arrangements should contact the Human Resources Division prior to the final filing date.

The Immigration Reform and Control Act of 1986 requires all new employees to show proof of their legal right to work in the United States at the time of hire. Original documentation is required as proof.

Proof of a valid California Driver's License will be required if the operation of a motor vehicle is required in carrying out the duties of the position.

To receive Veteran's Preference, proof of your honorable discharge must be submitted at the time of filing the City application (Copy of DD214).

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City of Hawthorne is an Affirmative Action/Equal Employment Opportunity Employer. We are committed to providing all individuals equal opportunity in employment regardless of age, sex, race, national origin, religion, color, ancestry, marital status, sexual orientation, medical condition, physical or mental disability, or service as a military veteran. Women, minorities and disabled individuals are encouraged to apply.

ABOUT THE CITY

Proudly Serving the Community for 80 Years!

Incorporated in 1922, the City of Hawthorne currently has a population of nearly 87,000 within a six square mile area. Ideally located near the Los Angeles International Airport, connected by rail to the Port of Los Angeles and downtown Los Angeles, and surrounded by the San Diego (I-405), Harbor (I-110), and Glenn M. Anderson (I-105) Freeways, the City of Hawthorne could easily be termed the "Hub of the South Bay." By virtue of its location, Hawthorne affords easy, quick access to all that Southern California offers; culture, sports, entertainment, mountains, and beaches. Temperatures in the area are always among the most pleasant in the Los Angeles basin. The City of Hawthorne possesses a shared vision towards the future to create a great city and build an economy, which supports the community's desire for a high quality of life.

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