



City of Naperville

Job Title:	Part-time IT Temp (PM shift)
Wage:	\$25.00 Hourly
Job Type:	<input type="text"/>
Location:	1350 Aurora Avenue, Naperville, Illinois
Department:	<input type="text"/>

Job Description:

Would you enjoy working closely with law enforcement officers to ensure that their technology kit is working and ready for action?

Are you good at troubleshooting PC and printer problems and learning how to make technology work?

Are you the type of person who helps everyone else get their phone and PC technology working?

Do you have an interest in cellular data networking, VPN technologies, and cyber security?

Are you organized and able to create methods and processes to stay organized and constantly improve?

If so, we have an opportunity in the City of Naperville IT Department to support the Naperville Police department shift changes where the officers gear up and roll out to patrol. Required hours for the **PM shift are 5:30 PM to 08:00 PM**, typically Monday through Friday. Scheduling flexibility is available for days to be worked, including Saturday and Sunday, based on an applicant's availability. Additional hours outside the required schedule may be available.

Responsibilities:

- Installing and un-installing programs
- Installing and un-installing devices like printers
- Troubleshooting and configuring printer operation
- Troubleshooting law enforcement applications on Windows PCs
- Troubleshooting network connections
- Working closely with law enforcement personnel and squad car technology including wireless routers, printers, PCs and docking stations, video systems, power, etc.
- Working on Public Safety dispatch solutions such as Computer Aided Dispatch (CAD) and Records Management Systems (RMS)
- Working with citation programs with interfaces to other agencies
- Working on data networking including cellular, VPN, IP
- Work on processes and tools for inventory tracking, sparing, inspection, replacement

Qualifications:

- Experienced with Windows Operating Systems and Microsoft Office (Word, Excel, PowerPoint, Teams, and SharePoint)
- Possess a sufficient working knowledge of computer networks and their respective topologies and protocols
- Current or previous enrollment in a degree program with a primary focus in Computer Science, Information Technology, Computer Engineering or a related technical major or two years of computer experience or related technical training beyond the high school level
- Valid driver's license
- Pass criminal background check

Additional Information:

The City of Naperville, Illinois is a dynamic community of 148,000 residents, conveniently located 28 miles west of Chicago. Various publications have named Naperville as one of the best cities in the United States in which to live. The City has gained national recognition for our family-friendly environment, excellent schools and library system, low crime rate, and vibrant downtown area. It's also a great place to work! Our municipal government employs over 900 dedicated individuals in a wide range of job categories and provides a dynamic & collaborative working environment, a forward-looking leadership team, and a competitive benefits package.

APPLY ON-LINE AT:

<http://www.naperville.il.us/careers/>

Applications should be completed thoroughly, and resumes will not be accepted in lieu of an application but should be attached to the application. Include all requested education, experience, attachments, and other information when applying. Incomplete applications are subject to rejection. Notifications to applicants will be sent electronically



City of Naperville

to the email address provided in the application.

THE CITY OF NAPERVILLE IS AN E. O. E.

[CLICK HERE](#) for the City of Naperville's EEOP Utilization Report

The City of Naperville complies with the Americans with Disabilities Act (ADA). Individuals needing accommodations in the recruitment process should notify Human Resources in advance at (630) 305-7066.