

# TECHNICAL COORDINATOR



## Finance/Information Technology/Networking

### SUMMARY

Work with vendors on the pricing and purchasing of computer hardware/software and prioritize and assign incoming work orders.

### JOB OVERVIEW

#### Starting Pay

\$17.33 - \$22.22 per hour

#### Pay Type

Hourly (Non-Exempt)

### WORK DETAILS

**Location:** City Hall (IT Building)

**Schedule:** Monday - Friday

**Shift:** 8 a.m. - 4:30 p.m.

### REPORTS TO

Network Administrator



Questions? No problem! Email us at [employment@tpcg.org](mailto:employment@tpcg.org).

### ESSENTIAL FUNCTIONS

1. Meet with various departments to discuss technology requirements and needs.
2. Assign and track work orders and projects to IT Networking staff members.
3. Provide weekly status updates and work reports.
4. Work with vendors to provide quotes and make orders for computers, computer-related equipment, and software for various departments and agencies.
5. Facilitate various training seminars on technology-related topics to government personnel.
6. Provide basic help desk support for phones, computers, and software.
7. Keep up-to-date with current technology trends and products.
8. Perform other duties as assigned by supervisor.

### GENERAL REQUIREMENTS

1. Obtain and maintain security clearance through Houma Police Department's background investigation.
2. Have knowledge of Microsoft PowerPoint and presentation hardware.
3. Ability to multitask and manage projects under tight deadlines.
4. May be required to work after hours to perform various duties.

### EDUCATION, EXPERIENCE, AND LICENSES

1. College degree in computer science from an accredited college or university. Consideration will be given to equivalent experience and/or computer-related courses.
2. One year experience managing schedules and job assignments.
3. One year experience training users on computer and/or phone systems.
4. One year experience with equipment ordering.
5. Have and maintain valid Louisiana Driver's License.

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## PHYSICAL DEMANDS

1. Be able to physically move and set up computer-related systems.

## WORK ENVIRONMENT

1. Applicant will regularly interact with the general public, computer users, and sales representatives.