

HIRING OPPORTUNITY: CITY OF WATERTOWN

DEPARTMENT: Information Technology

POSITION TITLE: Information Technology Specialist

SALARY RANGE: \$53,146 - \$69,857

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

PLEASE NOTE: This is a competitive title in the classified civil service. Appointment will be on a **provisional** basis only. To be eligible for permanent status, the individual accepting appointment will be required to pass a civil service exam and score among the top three.

DISTINGUISHING FEATURES OF THE CLASS: A complete job description is attached.

DISTINGUISHING FEATURES OF THE CLASS: This is the first level of the Information Technology series and is responsible for ensuring the functionality of information systems. Responsibilities may include providing end-user support for applications and systems by troubleshooting technical issues, researching questions, updating systems; reviewing operating policies; coordinating computer updates; updating websites or specialized department programs; and coordinating services with system providers. The work is performed under the general direction of the IT Manager with considerable leeway allowed in procedures, methods, and schedules for equipment maintenance and operation. The incumbent does related work as required..

MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a bachelor's or higher-level degree in a computer technology related field; OR

(B) a bachelor's or higher-level degree in any field supplemented by at least 3 credit hours in computer technology related coursework; OR

(C) a bachelor's or higher-level degree in any field and at least 6 months of documented experience in a computer technology related field.

HOW TO APPLY: Apply through the online portal: <https://watertown-portal.mycivilservice.com/jobopps>

APPLICATION DEADLINE: 12/31/2025

Email civilservice@watertown-ny.gov for a complete job description.