



CITY *of* CANFIELD

104 LISBON STREET
CANFIELD, OHIO 44406-1416

Phone: 330-533-1101
Admin. Fax: 330-533-4415
Finance Fax: 330-533-2668

Canfield.gov



NOTICE OF CIVIL SERVICE EXAMINATION

The Civil Service Commission of Canfield will be testing for the following position at 7:00 P.M. at the Rotary Community Building, 320 Oak Street, Canfield, Ohio:

February 22, 2022– 7:00 PM - IT Technician - \$23.25.

A fee of \$20 to cover costs of the test and administration is required to be submitted with the completed application. Specific information and applications are available and must be returned to the Clerk's Office of the City of Canfield, City Hall, 104 Lisbon Street, Canfield, Ohio from 8:00 A.M. to 4:30 P.M. Applications will be accepted beginning on January 18, 2022. Last day for filing application is Noon on February 16, 2022. For further information, call 330-533-1101.



CLASSIFICATION SPECIFICATION
CITY OF CANFIELD (UPDATED 09/2021)
AN EQUAL OPPORTUNITY EMPLOYER

Class Title: IT TECHNICIAN

REQUIRED QUALIFICATIONS FOR APPOINTMENT

MINIMUM QUALIFICATIONS FOR APPOINTMENT

- Must be a United States Citizen
- Must be at least 21 years of age
- Must have an associate's degree in information technology area from an accredited academic institution or the equivalent experience.
- Must have 1-3 years' experience working in an information systems field, in a Microsoft environment
- Must speak with clear diction and write legibly
- Must speak, read, and write the English language.
- Must possess a valid Ohio driver's license. (Pennsylvania driver's license acceptable)
- Must be able to lift objects of at least 75 pounds
- Must adhere to all personnel policies and confidentiality requirements set forth by the city.
- Must have a professional appearance.

DESIRED QUALIFICATIONS FOR APPOINTMENT

- Bachelor's degree from an accredited academic institution in information systems.
- A history of certifications, including Microsoft Certification, Cisco Certification, VMware or any Virtualization Certifications, and documented training in technology related subjects.
- At least 5 years' experience working in an information systems field, in a Microsoft environment
- Law enforcement or government experience in the areas of law enforcement technology, mutual aid communications, and Ohio governmental records keeping is also desired.

NOTE: PRIOR TO APPOINTMENT, ALL CANDIDATES MUST:

- Prior to appointment, the candidate must authorize a thorough background investigation to be completed by the Chief of Police or his designee, including, but not limited to: driving record, drug screen, computerized voice stress analysis (CVSA), prior employment verification, verification of a valid Ohio driver's license, and other requirements as may be deemed necessary by the City Manager. The results of this investigation will be a factor in all appointment considerations. The probationary period for this position will be six (6) months.

JOB DESCRIPTION

(FACTORS AND CONDITIONS WHICH ARE ESSENTIAL CHARACTERISTICS OF THE POSITION)

The factors and conditions which are essential characteristics of this position are: The IT Technician is under the general supervision of the IT Manager. The IT Technician manages, plans, develops, recommends and performs a variety of routine and assigned tasks designed to maintain and improve the technology services used by the City of Canfield. These tasks include, but are not limited to: database administration, wired and wireless network administration, troubleshoot and work within a virtualized computer environment, data backup system maintenance, IP Camera system maintenance, mobile data device administration, project management, consulting on technology related police investigations, technology planning, technology inventory maintenance, software and hardware installation and troubleshooting, website maintenance and design, IP telephony system, day-to-day requests for assistance, and continued training related to technology systems and services. As well as any other task as assigned by the IT Manager, Chief of Police, or City Manager.

MAJOR RESPONSIBILITIES
Management and development of the information technology aspects of the City of Canfield which require consistent attention and commitment to maintaining and improving the goals of the city. All assigned duties and tasks must be performed in an effective, efficient and timely manner. The IT Technician must support and promote the city's objectives and comply with its directives. Personal conduct and behavior (both on and off duty) must be such that it does not bring disrepute to the city, or unnecessarily endanger the public's trust or confidence in the city or its employees. This position requires a high level of problem-solving ability, initiative, and the ability and willingness to work a majority of the time without direct supervision. All IT decisions shall consistently reflect the city's policies, goals and objectives.
MAJOR DUTIES
Major duties involve, but are not limited to, responding professionally to reasonable requests for service from appropriate city personnel; consultation with department heads; troubleshooting, developing and installing software and efficient operating systems; monitoring network performance and performing network maintenance functions; installing and configuring workstations, laptops, servers, peripherals, and network equipment, including wireless network equipment; project management and assistance; updating and regularly checking performance on all hardware within the city; providing training of personnel on use of technology services; installing and configuring IP telephony systems; and installing cabling; become a certified LEADS (Law Enforcement Automated Data System) administrator; monitor and manage in-house surveillance system; maintenance on door system; assign and configure all cellular devices (such as, but not limited to: cellular phones, air-cards, hot-spots, etc...). The IT Technician is also on call 24/7 for emergency purposes due to any lack of functionality or major power outages.
WORK LOCATIONS AND CONDITIONS
Work locations and conditions vary by activity. The majority of tasks are performed within or around the police department, city administration or public works buildings. Some tasks require heavy lifting, pushing, pulling or carrying heavy loads. Multi-tasking is very important since the IT Technician will be asked to work on several activities at the same time. The IT Technician must also be able to work well in stressful situations as well as dealing with deadlines for most projects. The IT Technician's normal work schedule is Monday – Friday, but may require additional time and/or a schedule adjustment to accommodate operational situations. When needed, the IT Technician may work from home and provide remote support.

CITY OF CANFIELD

IT Department: Updated 10/21

Application for Employment		Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of any non-job-related medical condition or handicap.	
Application Date		Referred by	Positions(s) Applied For: [check box below]
Personal Information	Social Security #: _____	Driver's License State: _____ Number: _____	<input type="checkbox"/> IT Manager <input type="checkbox"/> Network & Systems Administrator <input type="checkbox"/> IT Technician – Full Time <input type="checkbox"/> IT Technician – Part Time
NAME (Last, First, Middle)		Area Code & Phone Number	
CURRENT ADDRESS (Street, Apt, City, State, Zip Code)		Length of Time at Address	
PREVIOUS ADDRESS (Street, Apt, City, State, Zip Code)		Length of Time at Address	
Cell. Phone Number & Area Code	Work Phone Number & Area Code (ext.#)		Email Address:
Education High School	SCHOOL NAME: _____ FULL ADDRESS: _____	<input type="checkbox"/> Diploma Received <input type="checkbox"/> G.E.D. Received Date Received: _____	
GPA	Course of Study	Awards/Honors/Offices	Extracurricular Activities
Attendance Record		Favorite Class	
Education Undergraduate	SCHOOL NAME: _____ FULL ADDRESS: _____	<input type="checkbox"/> Associate Degree <input type="checkbox"/> Bachelors Degree Date Received: _____	
GPA	Major / Minor	Awards/Honors/Offices	Extracurricular Activities
Why was this school chosen?			
Attendance Record		Favorite Class	
Education Graduate	SCHOOL NAME: _____ FULL ADDRESS: _____	<input type="checkbox"/> Masters Degree Date Received: _____	
GPA	Major / Minor	Awards/Honors/Offices	Extracurricular Activities
Why was this school chosen?			
Attendance Record		Favorite Class	
Education Other/Academy	SCHOOL NAME: _____ FULL ADDRESS: _____	<input type="checkbox"/> Completion Date Received: _____	
GPA	Course of Study	Awards/Honors/Offices	Extracurricular Activities
Why was this school chosen?			
Attendance Record		Favorite Class	
Military Information	Branch	From:	To:
Highest Rank or Grade	Terminal Rank or Grade	Type of Discharge	
Nature of Duties: Awards/Honors:			

Over

CITY OF CANFIELD: IT DEPARTMENT APPLICATION

Employment Information	List ALL employment starting with your present position, then the last position before that, and so forth. Use additional forms if needed.		
#1: From: To	Company Name	Position / Title Held	
LOCATION (Street, City, State, Zip Code)		Immediate Supervisor	
Other Supervisor:	Other Supervisor:	Bus. Phone:	
Responsibilities:			
What did you like most about your job?			
What did you least enjoy?			
Reasons for leaving:			
Compensation:			
Attendance Record:			
Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No Signature:			
#2: From: To	Company Name	Position / Title Held	
LOCATION (Street, City, State, Zip Code)		Immediate Supervisor	
Other Supervisor:	Other Supervisor:	Bus. Phone:	
Responsibilities:			
What did you like most about your job?			
What did you least enjoy?			
Reasons for leaving:			
Compensation:			
Attendance Record:			
Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No Signature:			
#3: From: To	Company Name	Position / Title Held	
LOCATION (Street, City, State, Zip Code)		Immediate Supervisor	
Other Supervisor:	Other Supervisor:	Bus. Phone:	
Responsibilities:			
What did you like most about your job?			
What did you least enjoy?			
Reasons for leaving:			
Compensation:			
Attendance Record:			
Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No Signature:			

Over

CITY OF CANFIELD: IT DEPARTMENT APPLICATION

#4: From: _____ To _____	Company Name _____	Position / Title Held _____
LOCATION (Street, City, State, Zip Code) _____		Immediate Supervisor _____
Other Supervisor: _____	Other Supervisor: _____	Bus. Phone: _____
Responsibilities: _____		
What did you like most about your job? _____		
What did you least enjoy? _____		
Reasons for leaving: _____		
Compensation: _____		
Attendance Record: _____		
Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No Signature: _____		
#5: From: _____ To _____	Company Name _____	Position / Title Held _____
LOCATION (Street, City, State, Zip Code) _____		Immediate Supervisor _____
Other Supervisor: _____	Other Supervisor: _____	Bus. Phone: _____
Responsibilities: _____		
What did you like most about your job? _____		
What did you least enjoy? _____		
Reasons for leaving: _____		
Compensation: _____		
Attendance Record: _____		
Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No Signature: _____		
#6: From: _____ To _____	Company Name _____	Position / Title Held _____
LOCATION (Street, City, State, Zip Code) _____		Immediate Supervisor _____
Other Supervisor: _____	Other Supervisor: _____	Bus. Phone: _____
Responsibilities: _____		
What did you like most about your job? _____		
What did you least enjoy? _____		
Reasons for leaving: _____		
Compensation: _____		
Attendance Record: _____		
Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No Signature: _____		

Over

CITY OF CANFIELD: IT DEPARTMENT APPLICATION

#7: From: _____ To _____	Company Name _____	Position / Title Held _____
LOCATION (Street, City, State, Zip Code) _____		Immediate Supervisor _____
Other Supervisor: _____	Other Supervisor: _____	Bus. Phone: _____
Responsibilities: _____		
What did you like most about your job? _____		
What did you least enjoy? _____		
Reasons for leaving: _____		
Compensation: _____		
Attendance Record: _____		
Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No Signature: _____		
#8: From: _____ To _____	Company Name _____	Position / Title Held _____
LOCATION (Street, City, State, Zip Code) _____		Immediate Supervisor _____
Other Supervisor: _____	Other Supervisor: _____	Bus. Phone: _____
Responsibilities: _____		
What did you like most about your job? _____		
What did you least enjoy? _____		
Reasons for leaving: _____		
Compensation: _____		
Attendance Record: _____		
Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No Signature: _____		
#9: From: _____ To _____	Company Name _____	Position / Title Held _____
LOCATION (Street, City, State, Zip Code) _____		Immediate Supervisor _____
Other Supervisor: _____	Other Supervisor: _____	Bus. Phone: _____
Responsibilities: _____		
What did you like most about your job? _____		
What did you least enjoy? _____		
Reasons for leaving: _____		
Compensation: _____		
Attendance Record: _____		
Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No Signature: _____		
Other Employment? <input type="checkbox"/> Yes <input type="checkbox"/> No. If "Yes," please list all other employment on a separate sheet of paper and attach to this form! Applicant hereby certifies that all employment is hereby accounted for on this application, and further understands that failure to disclose any previous employment is grounds for termination in the event that applicant is hired with this agency.		
Signature: _____		

CITY OF CANFIELD: IT DEPARTMENT APPLICATION

Job Related Questions / Plans / Goals	Applicant's Name: (print)
List all IT related certifications you have attained:	
What special skills, experiences or qualifications, related to the position(s) applied for, do you possess?	
List all companies/municipalities at which you have current applications filed. Note status of employment opportunities for each application:	
If applying for a part time position: What are your available hours and days to train and work at this agency?	
What are your long-term goals for employment?	
Are you computer literate? <input type="checkbox"/> Yes <input type="checkbox"/> No. If "Yes," please explain.	
What programs are you familiar with?	
To what extent?	
Can you type? <input type="checkbox"/> Yes <input type="checkbox"/> No.	
I hereby authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal and/or termination from the civil service list.	
Date:	Signature:

Please feel free to include your current resume and copies of applicable certifications with this application.

The City of Canfield is an Equal Opportunity Employer and maintains a policy of Equal Employment Opportunity for all employees and applicants. The City of Canfield does not discriminate in employment or the provision of services on the basis of race, color, national origin and ancestry, gender (sex), religion, age, disability, sex (wages), military status, genetic information, pregnancy, or any other characteristic protected by Federal or State law.

City of Canfield IT Department

WAIVER OF CONFIDENTIAL RECORDS

Name (print)		Date of Birth	Social Security Number	
Address:	Street	City	State	Zip Code

To Whom It May Concern: I am an applicant for a position with the Canfield Police Department, City of Canfield, Ohio. The department needs to thoroughly investigate my background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above department.

I hereby authorize any representative of the City of Canfield bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the City of Canfield, whether said records are of public private, or confidential nature. The intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the City of Canfield to consider in determining my suitability for employment in that department. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in my case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential, and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records of your organization, including its officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the City of Canfield regardless of any agreement I may have made with you previously to the contrary. The law enforcement organization requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested.

Initial: _____

For and in consideration of the City of Canfield's acceptance and processing of my application for employment, I agree to hold your organization, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the City of Canfield. I understand my rights under Title 5, United States Code, section 552a, the Privacy Act of 1974 and related Ohio Revised Code sections, with regard to access and to disclosure of records, and I waive those rights with the understanding that the information furnished will be used by the City of Canfield in conjunction with employment procedures.

A photocopy or FAX copy of this release form will be valid as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature.

This waiver is valid upon my signature during the time associated with the selection process of the City of Canfield.

I agree to indemnify and hold harmless the person to whom this request and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees arising out of or by reason of complying with this request.

The following information must be completed in the presence of a certified Notary Public:

_____, having been duly sworn under oath states that this is his/her
Name of Applicant/ Affiant

lawful affidavit and request for release of records.

Signature of Applicant

Sworn and subscribed before me, a Notary Public this _____ day of _____, 20____.

SEAL MUST BE AFFIXED

Signature of Notary Public

Printed Name of Notary

Printed Address of Notary

(Out of state notary must submit Certificate)