



CITY OF PEABODY

HUMAN RESOURCES DEPARTMENT

CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960

Phone: (978) 538-5723/5721

BETH BRENNAN O'DONNELL
Director of Human Resources

CATHY TROMBLEY
Benefits Manager

KELLY BLOOM
Human Resources Assistant

JOB POSTING
INFORMATION TECHNOLOGY
PART-TIME AV TECHNICIAN

Job Title: Part-time AV Technician, Information Technology

Schedule: Part time, up to 19 hours per week
Monday through Thursday evening availability is required
Occasional weekends & holidays required

Pay Rate: \$25-40 per hour, depending on qualifications

The City of Peabody seeks interested, qualified and motivated candidates for a part-time AV Technician position.

Essential Duties and Responsibilities:

- Execute all aspects of videoconferences in the operation and support of audiovisual (AV) and videoconference (VTC) equipment (e.g., video data projection systems, computers, audio and videoconference equipment, video switchers, microphones, video cameras, audio systems, and operation of integrated AV systems, etc.) for hybrid or remote City Council and other board and commission meetings within the Zoom platform.
- Provide basic in-room PC, laptop, wi-fi connectivity, and PowerPoint setup support.
- Perform regular preventive maintenance checks – report problems including solutions and/or recommendations.
- Regular and consistent coordination and follow up with City Clerk's office, board chairpersons and/or other departments with regards to all scheduled meeting requests.
- Maintain an understanding of current and new technology.
- Update and manage accurate inventory and asset information.
- Assist the Director of Information Technology with other city-wide media related support as needed.

Qualifications:

Education & Experience: High School diploma or equivalent a must, Associate Degree in related discipline preferred. Must have 3+ years of experience with related technology. Required skills: Strong customer service skills essential; excellent written and oral communication skills required. Must be able to troubleshoot problems during meetings/presentations. Experience with public meeting forums, particularly with Zoom-based hybrid technology (Microsoft Outlook integration) and other video conference technology preferred. Timeliness and dependability are essential, as this position will need to help begin and end each meeting. Basic IT knowledge is required. Position requires the ability to interact clearly and professionally with elected and appointed municipal officials and the public. Position requires attendance at evening meetings of the City Council and subcommittees, which are normally scheduled twice a month from 6:00 PM to 10 PM. Hours are subject to change based on meeting agenda. Times vary for other board meetings. May be required to work weekends and holidays as special events and meeting require.

Posting Date: August 17, 2021

Application: Interested/qualified candidates may send applications or letters of interest & resumes for immediate consideration, with priority consideration given to candidates that apply before September 3, 2021, to the Human Resource Office, City Hall, 24 Lowell Street, Peabody; or via e-mail to kelly.bloom@peabody-ma.gov; or fax to 978-278-1544. Position to remain open until filled. City is an EOE.