

**TOWN OF HOLLISTON
POSITION AVAILABLE**

IT DEPARTMENT TEMPORARY PART-TIME POSITION

The Town of Holliston is seeking applicants for a temporary part-time position for a Remote Participation Technician. The job description can be found on the next page and applications are available at: <https://www.townofholliston.us/employment-personnel/pages/job-opportunities>

The salary for this position is \$18.00 per hour. This temporary position begins now and runs until Public Meeting Remote Participation ends or June 30, 2021, whichever comes first. The hours vary each week and are approximately 3-6 hours per week (usually in the evening) depending on the number of meetings scheduled for a given week. Applicants must be 18 years or older. This is a non-benefit eligible position.

Applications should be submitted to Donna Muzzy, 703 Washington St, Holliston, MA 01746, or emailed to muzzyd@holliston.k12.ma.us. Applications will be accepted until the position is filled. EOE/AA

**HOLLISTON IT DEPARTMENT
JOB DESCRIPTION**

POSITION TITLE: Part-Time Remote Participation Technician

EXPERIENCE/QUALIFICATIONS:

- At least 18 years of age
- Demonstrate mid-level computer software skills
- Demonstrate ability to deal with both Committee Members and public in a professional manner.
- Demonstrate basic knowledge and troubleshooting of Audio/Video, Phones, and Computers
- Demonstrate ability to evaluate and respond quickly to meeting needs
- Ability for schedule flexibility week to week.

PRIMARY RESPONSIBILITIES:

- Setup and start scheduled remote participation meetings through the computer system either in person at Town Hall or remotely 15 minutes before the meeting
- Review and allow Meeting Attendee requests during the scheduled meeting
- Monitor and respond to technical issues during the meeting
- Setup and initiate the audio/video recording at the start of each meeting
- Setup and review Remote Participation security settings for each meeting at the start and throughout the meeting
- Share files to remote participants throughout the meeting or allow others to share screens when needed

SALARY: \$18.00/hour

REPORTS TO: IT Director