



CITY OF SANDY OAKS

Sandy Oaks, Texas

INFORMATION TECHNOLOGY CONTRACTOR

Job Type: Part-Time Contract | **Duration:** 1–2 Years | **Rate:** \$25.00/hr (max \$1,500/mo)
Experience: 1–2 Years | **Education:** BA/BS or Equivalent | **Location:** Sandy Oaks, TX (Hybrid)

PURPOSE

The Part-Time Information Technology Contractor will provide on-site technology support services to the City of Sandy Oaks on an hourly rate basis, compensated based on actual hours of service rendered during normal business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, at a monthly rate not to exceed \$1,500.00. Compensation is calculated as follows: 10 hours at \$25.00/hr = \$250.00; 20 hours = \$500.00; 40 hours = \$1,000.00; and 60 hours = \$1,500.00 (maximum monthly compensation). The contractor will report to the City Administrator or designee and support City officials and staff with day-to-day technology needs. Support outside of normal business hours may be required on occasion.

The City of Sandy Oaks is a Type A General-Law municipality in Bexar County, Texas, operating under a Council–City Administrator form of government. Current City technology systems and equipment include:

- Desktop and laptop computers
- Office telephone systems
- Printers and multifunction devices
- City-issued cell phones and tablets
- Security cameras and monitoring systems
- Security and fire alarm systems

DUTIES, FUNCTIONS, AND RESPONSIBILITIES

Hours of service are 8:00 AM to 5:00 PM, Monday through Friday. Support outside of normal business hours may be required on occasion. Essential duties include, but are not limited to:

- Reviews and evaluates data on operations and recommends changes.
- Troubleshoots and resolves hardware and software issues on computers, printers, and mobile devices.
- Sets up, configures, and maintains workstations, user accounts, and City-issued devices.
- Provides support and basic maintenance of office telephone systems.
- Maintains and monitors security cameras, security alarm systems, and fire alarm systems.
- Administers Microsoft 365 and provides end-user support.
- Oversees data backups and applies basic cybersecurity practices.
- Coordinates with technology vendors and service providers as directed.
- Performs other technology-related tasks as assigned.

Supervision Exercised

None. This is a non-supervisory contract position.

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of desktop and laptop computers, printers, mobile devices, and office telephone systems.
- Experience with or ability to support security camera systems, access control, and fire alarm systems.
- Proficiency with Microsoft 365 and common operating systems.
- Ability to review operational data and recommend technology improvements.
- Ability to build and follow technology support procedures and maintain accurate records.
- Ability to work independently and manage time effectively with minimal supervision.
- Ability to establish and maintain professionally effective relationships with City staff, elected officials, vendors, and the public.
- Ability to develop, implement, and administer goals, objectives, and procedures for providing effective and efficient services for the City.
- Ability to communicate clearly and effectively, both verbally and in writing, with strong time and task management skills.

PREFERRED QUALIFICATIONS

Education

Associate's or Bachelor's degree in Information Technology, Computer Science, or a related field, or equivalent experience.

Experience

Three (3) to five (5) years of hands-on technology support experience.

Certifications

Criminal Justice Information Services (CJIS) Security Certificate is required and must be obtained within the first 30 days of contract execution. Additional certifications such as CompTIA A+, Network+, or Microsoft certifications are highly desirable.

HOW TO APPLY

Interested applicants may apply using either of the following methods:

Option 1 — Email Your Resume

Submit your resume directly to the City Administrator at cityadministrator@cityofsandyoaks.com. Please include "IT Contractor Application" in the subject line.

Option 2 — Apply Online via TML Career Center

Apply online through the Texas Municipal League (TML) Career Center at www.tml.org. Search for "Information Technology Contractor" under City of Sandy Oaks.