

## JOB OPENING

### FULL-TIME TECHNOLOGY SPECIALIST

The Town of Wytheville is accepting applications for the full-time position of Technology Specialist for the Wytheville Meeting Center. **Desired Qualifications:** Works to ensure excellent customer service in responding to audio-visual and other technical needs of clients. The successful candidate will be responsible for determining the audio/visual requirements of meetings in advance and preparing accordingly. Contacts clients, as needed, via phone, email and/or in person regarding audio/visual and sound equipment prior to meetings/events. Works with the Director of Computer Operations and Facility Services Coordinator to plan needed services as well as maintenance/updating of equipment. Assists fellow staff with other meeting facility services including preparing rooms for meetings. Strong customer service skills and team attitude. **Education and Experience:** Graduation from a high school or GED equivalent, and Two (2) years of work experience, or any equivalent combination of related education and experience. Experience working with audio-visual and/or other computer equipment preferred. **Required Salary Range:** \$29,480 - \$47,416, based on qualifications and experience. Application packages are available from the Human Resources Department at the Town Office, 150 East Monroe Street, between 8:00 A.M. and 5:00 P.M. or on the Town's Website at [www.wytheville.org](http://www.wytheville.org). Applications will be received until the position is filled. **EOE**