

JOB TITLE: IT Coordinator (As-Needed / On-Call)

LOCATION: Town of Cushing, Maine

REPORTS TO: Town Clerk

FLSA STATUS: Non-Exempt (Hourly)

POSITION SUMMARY

The Town of Cushing is seeking a skilled, reliable, and community-minded IT Coordinator to manage municipal technology infrastructure on an as-needed basis. This position provides technical support, troubleshoots hardware and software issues, maintains network connectivity, and ensures the security of town data. The ideal candidate is a self-motivated problem solver who can respond promptly to tech disruptions to keep town services running smoothly.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Troubleshooting:** Diagnose and resolve hardware, software, and peripheral issues for town employees.
- **Connectivity:** Monitor, maintain, and troubleshoot wired and wireless network infrastructure at town facilities.
- **Software Management:** Install, update, and configure municipal software, operating systems, and security applications.
- **System Maintenance:** Perform regular data backups, system updates, and routine maintenance on town computers and servers.
- **Vendor Liaison:** Coordinate with external internet service providers and specialized municipal software vendors when advanced support is required.
- **Device Setup:** Deploy, configure, and onboard new workstations, printers, phones, and official devices.
- **Security:** Implement basic cybersecurity best practices to protect sensitive municipal and resident data.