Information Systems Specialist/Document Coordinator

Open Until Filled
First Review March 23, 2018
$4,131 per month (2017 wages)

THE COMMUNITY

The City of Blaine, Washington, is a coastal community of 5,000 people, with a unique location on the US/Canada border. Blaine offers a small town environment just outside a major metropolitan area. Blaine is only 45 minutes from downtown Vancouver, British Columbia, one of the world’s most beautiful and dynamic cities. All major services are available in Bellingham, WA, only 30 minutes away, including shopping, theatres, dining, three colleges, a hospital and an airport. Interstate-5 provides easy access to Seattle, WA, two hours to the south.

Blaine offers a beautiful location and mild coastal climate where temperatures rarely exceed 80 degrees in the summer and winter snows are a novelty. Blaine’s attractive climate and location make it a destination for visitors to Semiahmoo Resort and Spa. The City’s four-star resort hosts conferences and visitors from around the northwest.

Blaine offers access to unlimited outdoor recreation, with the inland marine waters of the Puget Sound and Georgia Straight for boating, fishing, and day trips to the San Juan Islands. The Cascade Mountains are less than an hour’s drive, offering hiking, skiing, camping, hunting and fishing. Locals like to boast that they can ski in the morning and sea kayak or golf in the afternoon.

THE POSITION

Under the direction of the Administrative Services Director, the Information Systems Specialist I /Document Coordinator provides information services hardware and software support, and troubleshooting including Help Desk tracking and response, installation, maintenance, and services related to the City’s information services infrastructure including software applications, systems software, workstations, printers, cell phones, tablets and voice systems communication equipment. This position is also responsible for the City’s document management system, as well as coordinates with the City Clerk on document archiving, record retention, and public records requests.
QUALIFICATIONS

- Two year degree or certificate in Information Technology or related field preferred
- Minimum of two years of experience in an enterprise environment performing software, hardware, and basic network support
- Education and experience in document management systems and processes is desirable
- Equivalent combination of education and experience that provides the incumbent with the necessary qualifications may be considered
- Possess a valid State of Washington Driver’s License and driving record free of any significant moving violations
- Possess Laserfiche certification in Administrator I, II, and Business Process Management, or obtain within six months
- Possess certification(s) in one of the following: MCDST, CompTIA A+, or CompTIA N+, or comparable experience/certification
- Successfully pass appropriate background checks

SALARY AND BENEFITS

Salary is $4,131 per month (2017 wages). The position is a member of the IAM bargaining group. The City offers an excellent benefit package including:

- Participation in WA State Retirement
- Health benefits at 90-percent
- Vision care benefits at 100-percent
- Dental benefits at 100-percent
- 12 paid holidays (10 plus 2 floating)
- 15 paid vacation days starting (up to 26 days)
- 12 annual sick leave days
- 5% Deferred Compensation

HOW TO APPLY

Qualified individuals are encouraged to apply for the position. Please submit the following documents to the attention of Samuel Crawford, 435 Martin Street, Suite 3000, Blaine, WA 98230:

- Cover Letter
- Resume
- City of Blaine Application Form
- Supplemental Qualifications Checklist
- Supplemental Qualifications Questionnaire

The job description, application form, and supplemental qualifications material are available on the City website www.cityofblaine.com. The first review deadline is 4:30 pm on Friday, March 23, 2018; open until filled.

The City of Blaine is an Equal Opportunity Employer.