



Midpeninsula Regional Open Space District - *JOB ANNOUNCEMENT*

IT Technician I

Annual Pay Range:

IT Technician I: \$82,930 - \$103,589
plus full benefits including CalPERS Pension

Application Deadline: Sunday, August 4, 2024

Are you a bright, motivated, and skilled Information Technology (IT) professional who values the preservation of open space and public access to preserves? Do you enjoy providing excellent customer service to a diverse employee group on a variety of IT issues? The IT Technician I position at Midpeninsula Regional Open Space District (Midpen) is an exciting opportunity to bring your IT expertise to support our mission. The ideal candidate will be operationally minded and ready to take on new technical challenges. This position is part of the Information Systems and Technology (IST) Department, which is a lean and high functioning department. The person chosen for this role will have an opportunity to work in all aspects of technology. The IST Department is responsible for all District related IT and GIS services. The expected start date is on or around late-September 2024.

About Midpen: Midpen helps plants, animals and people thrive throughout the greater Santa Cruz Mountains region by preserving a greenbelt of more than 70,000 acres of public open space with 250 miles of trails in 27 extraordinary preserves, permanently protected for natural resource conservation and ecologically sensitive public enjoyment and education. Midpen is a public agency with a focused mission that guides our work, and where every employee makes an impact. If you are looking for an outstanding opportunity to contribute to the legacy of open space protection, natural resource restoration, outdoor recreation and environmental education, working with an incredible team of like-minded colleagues, we invite you to apply for this position! Check out the [Working for Midpen video](#) on our Employment Opportunities page.

About the Position: The incumbent will be a part of a cohesive team of 13 in the Information Systems and Technology Department. Midpen aims to recruit and retain employees who embody professionalism, accountability, respect, and who value working in a purpose-driven agency that aspires to contribute to an inclusive, diverse and equitable community. The IT Technician I is an entry-level classification responsible for performing routine support assignments. Whether it is dealing with a break/fix or working on setup or configuration of District devices, the IT Technician will play an active role helping to manage District devices. Devices include laptop workstations, servers, printers, wireless access points, mobile devices, AV equipment and other network devices. Additionally, this position provides high quality internal customer service, as well as foster positive and effective working relationships with those contacted in the course of work. The IT Technician I is organized, professional, and collaborative with excellent oral and written communication skills, who enjoys working in a group dynamic. The IT Technician job description, can be found on the [Job Description page](#) on our website.

A Few Reasons Why You May Love This Job

- Collaborative work that directly supports Midpen's mission to protect and restore the natural environment
- You'll be part of a talented and dynamic team whose work contributes to providing nature's benefits to everyone
- Excellent employee benefits, including medical, dental, vision, tuition reimbursement, and a retirement pension through California Public Employees Retirement System (CalPERS)

Work Environment: This position is part of Administrative Services at Midpen's office in Los Altos, California and reports to the IT Program Administrator. The focus is on in-person support to our internal customers and therefore this position will work fully onsite, Monday through Friday and occasional evenings to support in-person public meetings. The selected individual may work a 9/80 schedule depending on staffing levels and operational needs. The position will also require work at the various District field offices. Fieldwork will require driving District vehicles in remote areas on dirt roads, working in temperatures ranging from cold and blustery to hot and dry.

Midpen reserves the right to limit or deny off-duty employment or business ownership which creates a conflict of interest or an incompatibility with District employment. Additional information can be found in the Personnel Policies and Procedures Manual [Section 4.13 Off-Duty Employment and Business Ownership](#).

Education and Experience: Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate's degree in computer science, information technology, or a related field or two (2) years of responsible experience providing technical support in the installation, maintenance, and repair of systems which includes personal computing or mobile computing.

Licenses & Certifications Required: Possession of a valid California Driver's License.

Benefits: Midpen provides an excellent benefits package including health, life & disability insurance as well as CalPERS pension. Please see the [Benefits](#) page on our website for details.

How to Apply: apply online at CalOpps.org

(To avoid missing email communication about this recruitment, add mpropenspace@calopps.org to your contacts or list of safe senders.)

Application deadline: Sunday, August 4, 2024. Applicants with the most relevant experience and qualifications suitable for the position will be contacted for an interview.

The following application items are required in order to be considered:*

1. Fully completed CalOpps employment application
2. Cover letter
3. Resume
4. Supplemental question responses

**Incomplete CalOpps employment applications, or applications without the required application items listed here, will not be considered for the position.*

Interview Schedule: (We are unable to accommodate individual schedules)

First Interview (virtual): Wednesday, August 21, 2024

Written Exercise (virtual): Monday, August 26, 2024

Second Interview (in person): Thursday, August 29, 2024

A note to applicants who currently live outside of the San Francisco Bay Area: before committing to the application process, and if you haven't done so already, we suggest evaluating the feasibility of relocation. We recommend researching the cost of living in the San Francisco Bay Area, the cost to relocate, and typical commute times to Los Altos from outlying areas.

At Midpen, we believe open space is for all. Our public lands are shared spaces provided for the community by the community. All people, regardless of background, deserve respect, dignity, safety, and a sense of belonging. Midpen welcomes all people to enjoy the public open space preserves we hold in trust, supporting the mental, physical, and social well-being of our region.

Midpeninsula Regional Open Space District is an Equal Opportunity Employer

Applicants with disabilities may request reasonable accommodation by contacting the Human Resources department at (650) 691-1200 or via email at hr@openspace.org.

Put your passion for Open Space to work!