

**CORPUS CHRISTI HOUSING AUTHORITY**  
**NOTICE OF JOB VACANCY**  
**INTERNAL/EXTERNAL POSTING**

Job Posting Number:	_____	Job Title:	IT Associate
Grade:	<u>10</u>	Opening Date:	<u>July 12, 2018</u>
Bi-Weekly Salary:	<u>DOE</u>	Per Hour:	<u>DOE</u>
		Closing Date:	<u>Open Until Filled</u>
Number of Openings:	<u>1</u>	Type of Opening:	<u>Full Time</u>
		Driver's License Required:	<u>Yes</u>

**Job Summary:**

Under the direction of the Vice President of Human Resources, this Intermediate position provides IT support to all functions and operations of CCHA. This position requires work in the areas of end-user support, system admin, networking, database administration, and computer security. The IT Associate should have problem solving skills with regard to workstation set-up and configuration, internet and intranet connectivity, computer architecture, data structures, database systems, operating systems, object-oriented programming, and computer networks.

**Requirements:**

1. Required – Education and Experience: A bachelor's degree in Information Technology or a student engaged in a course of study in the Information Technology field.
2. Required – Must hold a valid driver's License and maintain a satisfactory driver's record. Incumbent may be required to operate CCHA vehicle while on Housing Authority business.
3. Required - Ability to work a flexible schedule, hours between 8-5 in variable weather conditions.
4. Ability to successfully complete related training or classes as assigned by the Housing Authority.
5. Physical Demands: Primarily sedentary in nature, involving normal risks and discomforts associated with an office environment, with occasional lifting or moving of small objects of approximately 10-25 pounds; writing, typing, sitting, standing, bending, walking, talking and hearing. Work involves visits to agency developments, sites, dwellings or facilities.

This is an INTERNAL/EXTERNAL position vacancy announcement with consideration open to current employees and the public. (All CCHA employees must have at least six (6) months experience in their current position prior to applying for another Housing Authority position). **Section 3 participants are encouraged to apply.**

**APPLICATION INSTRUCTIONS**

Applications must be submitted in writing on the Housing Authority application form to the Housing Authority Central Office at 3701 Ayers St., Corpus Christi, Texas 78415 or they can be emailed to careers@hacc.org. Application forms are available at the central office and on the Authority website @ www.hacc.org. Please be sure that your application is filled out accurately and in detail. Your application must be complete when submitted and include all required signatures. The Corpus Christi Housing Authority reserves the right to disqualify any application that is incomplete. Previous applications will not be considered. Please include a resume with your application.

All job offers are contingent upon the applicant passing a drug test, physical exam, criminal history check and driver record check prior to employment with the Corpus Christi Housing Authority.

In accordance with the Americans and Disability Act, if special accommodations are required, please contact the CCHA Human Resources Department at 361-889-3310