



AGENCY OPERATIONS TECHNICIAN

The Miami Valley Regional Planning Commission is accepting resumes for an Agency Operations Technician. Under general supervision, the Agency Operations Technician supports all MVRPC agency operations including all office machinery, printers, computers, equipment, and meeting facilities. Coordinates with the landlord on building matters, ensures deliveries are received and installed and meeting setups are completed. Provides printing, copying, graphics, mail services, and meeting support on an agency-wide basis. Responsible for meeting room set-up, equipment, production of reports, operations and maintenance communication, and coordination with building management. Maintains the office library, asset inventory, and controls. Serves as the initial point of contact for web and IT needs for the agency. Escalates IT-related issues if additional support is needed. No job is too big or small for the ideal person.

Desired skills and experience:

- Knowledge of printing, publishing, technical writing, equipment maintenance and repair, postage meters, shipping, contracts, audiovisual equipment, and design standards
- Considerable knowledge of and skill in utilizing various information technology (IT) applications (hardware and software)
- Skilled in the use of Microsoft Office Suite and digital copier technology
- Experience in IT technical support and troubleshooting
- Ability to work with minimal supervision, problem-solve, and meet project deadlines

Minimum qualifications include an associate's degree in visual communications, information technology, computer information systems, business administration, or a related field and two years of related experience. Must be able to move, stack, and lift furniture, equipment, supplies, boxes, and containers weighing 50-60 lbs. The position requires the employee to stand, walk, bend, lift, stand on a ladder, store equipment, and deliver containers to the appropriate office or agency.

A bachelor's degree in visual communications, information technology, computer information systems, business administration, or a related field and three years of related experience is preferred. Two years of experience in a government agency is preferred.

The salary is commensurate with education and experience. The salary range is \$40,000 - \$68,000.

MVRPC offers a competitive benefits package to all full-time employees including health, dental, and vision insurance options as well as an optional health savings account with employer match. MVRPC contributes 14% of an employee's gross pay toward their OPERS pension.



MIAMI VALLEY

Regional Planning Commission

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www.mvrpc.org

Vacation, sick, and personal time, as well as paid holidays, are on par with local governments in the region. MVRPC values employee growth and offers employer-paid professional certifications, memberships, and conferences. MVRPC is a public service employer and employees may be eligible to apply for [Public Service Loan Forgiveness \(PSLF\)](#) if qualified.

To apply, please submit a cover letter and resume via e-mail to personnel@mvrpc.org or via regular mail to Personnel, Miami Valley Regional Planning Commission, 6 North Main St., Suite 400, Dayton, OH 45402.

To learn more about the Miami Valley Regional Planning Commission, visit our website www.mvrpc.org.

Application deadline: **February 14, 2025**

An Equal Opportunity Employer