

GRESHAM-BARLOW SD 10J

Computer & Network Support Technician I, Technology Department (1149)

JOB POSTING

Job Details

Title **Computer & Network Support Technician I, Technology Department**

Posting ID **1149**

Description

Posting Date: August 3, 2017

Application Deadline: In-District Bargaining Unit Members August 14, 2017. If position is not filled with a bargaining unit member, outside applicants will be considered thereafter until filled.

Projected Start Date: Approximately August 21, 2017. Exact date to be determined by the district.

Computer & Network Support Technician I

Technology Department

8 hours/day, 208 days/year

Salary Range \$17.31 to \$24.64/hour

The Computer & Network Support Technician 1 position provides technical support for computer hardware and software, printers, VoIP telephony equipment and peripheral equipment at designated district locations for the purpose of improving student achievement and staff productivity. The Computer & Network Support Technician I position reports to the District Technology Supervisor.

Essential Job Functions

- Coordinates requests of individuals and/or sites (i.e. technical support, equipment requirements, etc.) for the purpose of ensuring availability of computer technology for instructional use.
- Works to support end-user Help Desk requests for technical support using district technology support tools.
- Following technology equipment standards set by the Technology Department, generate recommendations for new hardware and software acquisitions.
- Support the integration of technology into schools and district offices.
- Deployment, installation and maintenance/upgrades of district owned or managed staff and student technology, including computers, printers, peripheral devices and software in accordance with the needs of the school and the support standards set by the Technology Department.
- Using standards and procedures set by the Technology Department, help support network connectivity for end users, including troubleshooting problematic physical connections.
- Follow Technology Department standards and procedures to ensure a secure network environment.
- As directed, provide training in the operation and use of systems, computers, and peripheral equipment to school personnel and students.
- Maintain inventories of technology hardware and software in accordance with district and Technology Department policies and practices.
- Read, assimilate and translate technical documentation in a clear, meaningful way for non-technical staff and students.
- Coordinate the procurement of technology equipment, replacement parts, and supplies as needed in accordance with district technology purchasing guidelines set by the Technology Department.
- Maintain the confidential, proprietary nature of all information maintained on data systems and related to this position.
- Support all district technology goals, policies and procedures as set by the Technology Department.
- Work with other Technology Department staff as needed to ensure the effective operation of systems and equipment.
- Prompt and regular attendance.
- Other duties as assigned by supervisor.

Other Job Functions

- Provide technology assistance to school or district staff for the purpose of supporting them in the completion of their work activities.
- Provide pickup and delivery services of computer equipment and software when necessary.

Essential Job Requirements - Qualifications

Experience Required

Job related experience in computer installation, maintenance, network connectivity support and computer applications support.

Skills, Knowledge and/or Abilities Required

Skills to use computer technology, including use of software applications and computer applications. Knowledge in maintenance of computers, printers and related devices. Ability to orient others in equipment operations, and to establish and maintain effective working relationships. Significant physical abilities include lifting/carrying/pushing/pulling (up to 70 lbs), stooping/kneeling/crouching, reaching/handling/fingering, talking/hearing conversations and other sounds, near/far visual acuity.

Education Required

Associates degree in technology or equivalent and periodic training to assure currency of technical skills.

Licenses, Certifications, Bonding, and/or Testing Required

Valid Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance and other district certifications as may be deemed necessary by the Technology Department.

*All employees hired by the school district into a position not requiring licensure must be fingerprinted and have a criminal history check completed. The cost is \$71.50 and is the responsibility of the employee. This employment is considered probationary pending return of the criminal records check from the FBI and Oregon State Police through the Oregon Department of Education.

Applicants with culturally diverse backgrounds are strongly encouraged to apply.

Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any educational programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.

EQUAL OPPORTUNITY EMPLOYER

<i>Shift Type</i>	Full-Time
<i>Salary Range</i>	\$17.31 - \$24.64 / Per Hour
<i>Location</i>	Technology Center

Applications Accepted

<i>Start Date</i>	08/03/2017
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