

Richmond Community Schools

35276 Division * Richmond, Michigan 48062 * (586) 727-3565

OPEN POSITION: LEAD NETWORK COMPUTER TECHNICIAN

POSTED: 11-13-2017

DEADLINE: INTERNAL/EXTERNAL UNTIL FILLED

SUMMARY: Responsible for the coordination of technological applications in the administrative operations of the district, and for the development, implementation and evaluation of a long range plan for the application of computers and technology in all district programs, instructional and administrative.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.*

- Create a positive customer support experience with a professional attitude.
- Provide telephone support, electronic requests, assist users.
- Troubleshoot, configure, install and maintain a variety of software applications.
- Troubleshoot, configure, install and maintain a variety of hardware. Including but not limited to network switches, a virtual server environment, wireless, infrastructure, daily backups, firewall and content filter.
- Knowledge of active directory, server 2012 policies, vmware – vsphere client
- Configure computer systems, diagnose hardware/software faults and solve technical problems.
- Support and trouble shoot: basic connectivity and peripheral equipment; basic voip phone issues and typical office and audio-visual equipment.
- Replace electrical components as needed.
- Provide support/training for district systems and applications.
- Create system, application and process documentation.
- Contribute to the development, maintenance, and enforcement of standards, processes, and procedures.
- Work within established standards and guidelines with minimal supervision.
- Demonstrate proactive and accountable attitude and promote end-user satisfaction.
- Provide occasional on-call standby service during nights, weekends or special events as required.

SUPERVISORY RESPONSIBILITIES:

Manages up to 3 staff in the data processing department. Is responsible for the overall direction, coordination, and evaluation of this unit.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Associate or Bachelor's Degree preferred. Previous experience with computer operations and systems required.

CERTIFICATES, LICENSES, REGISTRATIONS:

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Computer Mainframe spreadsheet experience. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Non-Discrimination Statement

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education amendments of 1972, Section 504 of Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disability Act of 1990, and Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Richmond Community School District that no person shall, on the basis of race, color, religion, military status, national origin or ancestry, sex, disability, age (except as authorized by law), height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or employment. Inquiries related to any nondiscrimination policies should be directed to the Superintendent, 35276 Division Road, Richmond, MI 48062, (586) 727-3565.

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While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; and reach with hands and arms and lift equipment up to 50 pounds.

Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually very quiet.

Anyone interested in applying should submit a letter of application and resume to:

Mr. Brian Walmsley, Ed. S.
Superintendent
Richmond Community Schools
35276 Division Road
Richmond, MI 48062

or e-mail : ttomayko@richmond.k12.mi.us