**SESC Job Posting – Marion County**

TITLE: Technology Systems Specialist

MINIMUM QUALIFICATIONS: Associate Degree

Documented experience of the following:

* Network installations and configuration
* Network Management
* Server Management
* Computer, printer, peripheral, and software installation, configuration maintenance, diagnostics, and repair TCP/IP Network Printing
* Demonstrated ability to think logically and work with others in diagnostic and repair situations
* Demonstrated ability to organize and coordinate activities along with the oral and written communication skills necessary to document specific courses of action for problem diagnostics and repair

PHYSICAL DEMANDS: The physical demands described herein are representative of those duties that must be met by an employee to successfully perform the essential job functions of this positon. While performing the duties of this job, the employee is regularly required to talk, hear, and see. The employee is frequently required to stand, walk and sit. The employee must frequently use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel or crouch. With some frequency, the employee must lift, move and transport equipment up to approximately 135 pounds. Specific vision abilities are required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

IMMEDIATE SUPERVISOR: Administrative Assistant for Transportation and Technology

EMPLOYMENT: 240 day employment

EFFECTIVE DATE:

SALARY: Per Scale

FUNCTIONS AND DUTIES:

1. Responsible for set up and running of software necessary to stream Board Meetings

2. Develop rapport with all staff members utilizing technology

3. Employ appropriate conduct

4. Command respect by example in appearance, manners, behavior, and language

5. Keep familiar on a systematic and continuing basis with new trends, publications, and trainings in the fields of network and computer operation systems, printers, and internet communications

7. Install, configure and service all computers, workstations, thin clients, peripherals, software, and other technology related components as directed

8. Document installation, configuration, service, maintenance, repairs, modifications, and upgrades on all computers, workstations, thin clients, peripherals, operating systems, software and other technology related components within Marion County

9. Document installations and configuration of all patches, service packs, and upgrades for all BIOS, firmware, operating systems, software, and drivers

10. Revise network documentation as changes occur

11. Diagnose and repair all problems associated with all computers, workstations, thin client, peripherals, operation systems, software, and other technology related components within Marion County Schools

12. Perform such other tasks and assume such other responsibilities as the superintendent or immediate supervisor may from time to time assign

Send applications to:

[jlbutcher@wvesc.org](mailto:jlbutcher@wvesc.org)

Application Deadline:

August 16, 2024 – or until filled.