

SALMON RIVER CENTRAL SCHOOL
Fort Covington, New York, 12937
518-358-6608

3/6/2017

Queries and applications should be directed to Natascha L. Jock, School Business Executive, Salmon River Central School, Fort Covington, New York, 12937.

POSITION AVAILABLE:

Computer Technical Support Specialist

DATES FOR ACCEPTING APPLICATIONS:

March 13, 2017 – March 27, 2017

DATES OF BEGINNING EMPLOYMENT:

July 1, 2017

WORK LOCATION:

Salmon River Central School District

SALARY

Competitive

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree in computer science, data processing, management information systems, or related field; or
2. Graduation from a regionally accredited or NYS registered college or university with an Associate's degree in computer science, data processing, management information systems, or related field, and two (2) years of experience involving the maintenance or installation of personal computer hardware and software; or
3. High school diploma or possession of high school equivalency diploma and four years of experience as defined in (b) above; or
4. An equivalent combination of training and experience as defined by limits of (a), (b) and (c) above.

NOTE: The position will be a provisional appointment pending a civil service exam to be announced at a later date.

REPORTS TO:

Director of Instruction

JOB GOAL:

To provide overall planning, organizing and execution of all IT functions for the School.

MAJOR DUTIES:

1. Supervise District and BOCES technicians.
2. May administer, configure and install a variety of networks in the school district.
3. May develop and maintain databases and files.
4. May develop, maintain and monitor individual school website.
5. Troubleshoot hardware and software problems.
6. Set up new equipment and loads software.
7. Performs hardware and software evaluations and recommendations on new purchases.
8. Establishes and maintains standards to efficiently utilize hardware/software configurations.
9. Performs needs-assessments analysis and makes recommendations on

- technology requirements.
10. Maintains an inventory of computers and computer-related equipment.
 11. Keeps abreast of new trends and technology for computer hardware, software and networking.
 12. Test new computer hardware and software.
 13. Demonstrates and instructs users in the operation and maintenance of computer hardware and software.
 14. Provides assistance for operation systems task such as documenting procedures, assigning passwords, security management, systems backup and file management.
 15. Provides cost forecast estimates and requisitions for technology related budgets and purchases.
 16. May assist with scheduling, planning and implementing trainings.
 17. May attend any conferences, trainings, meetings as necessary in support of technology integration and provide and provide trainings on same.
 18. May assist with the development of multi-media reports, conferences, documents, or presentations and training; for area administrators, superintendents, adults, students' professionals, and teachers;

Salmon River Central School District does not discriminate on the basis of race, sex, creed, age, national ancestry, or handicapping condition. Under its Affirmative Action Policy, the District encourages qualified Native Americans to seek employment at Salmon River Central.