

Spartanburg County School District Four Position Vacancy

Position Title: Information Technology Specialist

Primary Function: Provides technical guidance and leadership to troubleshoot problems associated with peripherals and installs inter and intra departmental multi-user networks.

Minimum Qualifications: Associate's Degree in computer science, electronics, or related technical field or a technical study from a trade school or previous employer (such as military). At least A+ Certification or at least two years hands-on technical experience diagnosing and resolving computer hardware and software problems, installing and maintaining network computers and peripherals or an equivalent combination of training and experience which would provide acceptable knowledge, abilities, and skills, as evidenced in the following performance responsibilities.

MCSA, CCNA, CompTIA helpful but not required.

Necessary and Special Qualifications:

Valid SC driver's license and insurability required

Knowledge, Skills, and Abilities:

- Comprehensive knowledge of the installation and routine maintenance procedures for network computers and related equipment.
- Experience installing client workstations in a LAN/WAN network environment to include: installation/configuration of TCP/IP settings, email client software, network drive mappings, internet browsers in an environment with a firewall and proxy servers, and network printers.
- Experience in training personnel on technically oriented tasks.
- Ability to establish and maintain effective professional working relationships within the IT department, administration, other departments, and all stakeholders.
- Ability to communicate effectively both orally and in writing.
- Ability to follow as well as develop complex oral and written instructions.
- Ability to train stakeholders in software programs and advancements with computers
- Driven to stay abreast to analyze advancements and trends within the technological world, and make recommendations for changes and improvements to systems and/or programs when necessary.
- Ability to stoop, kneel, bend, and reach when working with computer equipment, peripherals, and associated electronic network equipment and to lift up to fifty (50) pounds unassisted.
- Ability to climb a ladder unassisted.

Performance Responsibilities:

- Serves as a team leader on assigned projects.
- Provides demonstrations and hands-on training on computer related software to students, faculty, and administrative staff as required.
- Performs preventive maintenance as needed (includes the advising of and training of on-site personnel in proper maintenance procedures).
- Assume sole responsibility for support of assigned enterprise wide applications and systems.
- Assists in planning for both new and replacement equipment and software purchases.
- Initiates request to purchase replacement equipment when applicable.
- Diagnoses hardware problems and initiates repairs.
- Disassembles systems and networks and relocates as required.
- Initiates appropriate corrective action for software problems, or refers problem to appropriate personnel.
- Effectively communicates user errors to stakeholders and creates systematic solutions to similar problems.
- Assures all installations are in accordance with manufacturer's specifications.
- Performs other duties assigned.

Report to: Director of Technology

Terms of Employment: Twelve (12) months yearly.

Closing Date: January 18, 2019

The district reserves the right to extend the deadline.

Submit Application and Résumé:

Mrs. Jennifer C. Turner, Director of Technology
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