



**POSTING #17
(Anticipated)**

THE EAST GREENBUSH CENTRAL SCHOOL DISTRICT, NEW YORK

An Equal Opportunity/Affirmative Action Employer

DATE OF POSTING: **January 4, 2019**

POSITION: Network Technician

SALARY: \$23.45 per hour (Step 1) - \$33.20 per hour (Step 11)
Salary determined from the School-Related Personnel (SRP) agreement

ASSIGNMENT: District Wide

HOURS: 7.5 hours per day – 12 month position

CLOSING DATE: **January 17, 2019**

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Computer Science, Information Resource Management, Microcomputer Technology or closely related field; **OR**

Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate's Degree in Computer Science, Information Resource Management, Microcomputer Technology or closely related field, **and** two (2) years of experience in the operation and maintenance of microcomputer equipment, which shall have involved local area network administration and the installation, maintenance and use of operating systems, word processing, database management, spread sheet utility software.

**BRIEF DESCRIPTION OF
DUTIES:**

Duties involve the responsibility for the installation, support and maintenance of various management information systems. The incumbent is responsible for providing a variety of staff support services, including equipment installation and configuration, installation and maintenance of computer software/operating systems and local area networks. Does related work as required.

**REQUIRED KNOWLEDGE,
SKILLS AND ABILITIES:**

Applicant must have good knowledge of the use and operation of microcomputer/server hardware and software, including management of local area networks, good knowledge of office terminology, practices and procedures, and knowledge in design of current microcomputer systems as well as the ability to make repairs to microcomputer equipment; ability to advise and train others in microcomputer operation and software applications; ability to install and use purchased software; ability to follow complex oral

and written instructions; ability to prepare written operation documentation;
and tact and courtesy.

APPLY:

The successful candidate must take, pass and be reachable on the “List of Eligibles” for the Rensselaer County Civil Service examination for Network Technician.

All interested and qualified individuals wishing to become candidates for this position must meet the minimum qualifications, and submit a complete application packet that includes a cover letter, resume, East Greenbush Central School District application and Rensselaer County Civil Service application (available on the district website) by **January 17, 2019**, to:

*Marissa Cannon
Director of Human Resources
East Greenbush Central School District
29 Englewood Avenue
East Greenbush, NY 12061*

In accordance with SAVE Legislation fingerprint supported criminal background check required for selected applicant.

Notice of Non-Discrimination Policy

The East Greenbush Central School District does not discriminate on the basis of race, color, national origin, sex, disability, age, or marital status, sexual orientation or any other characteristic protected by State or Federal law in any of its employment decisions; and provides equal access to the Boy Scouts and other designated youth groups as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans With Disabilities Act of 1990, and NYS Human Rights Laws.

Administration Center, 29 Englewood Avenue, East Greenbush, New York 12061
Phone: (518) 207-2529 Fax: (518) 477-4833