



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Information Technology Specialist
Payroll/Personnel Type:	12 Month
Reports to:	Manager, Technology Support

Position Summary:

The Information Technology specialist will be responsible for the day to day operations of Desktop and Laptop systems; providing break – fix hardware support, shrink wrap and proprietary software installation and support, upgrade and patch management as well as other basic hardware, software and network troubleshooting tasks. Duties range from desktop/laptop hardware replacement, software installation, support and upgrades, and user training.

Essential Functions:

- Hands on PC hardware configuration and repair including laptop hardware and configurations
- Problem solving with MS Office Suite (2000/XP/2003)
- Provide first line support for students, staff and administrative personnel in accordance with all school policies and procedures
- Support student laptop ownership program
- Troubleshoot hardware and software problems and resolve helpdesk issues
- Coordinate, install, move, add, change and warrantee repair with vendors
- Maintain a fully functional classroom and laboratory environment for including managing student lab assistants when necessary
- Assist other Information Technology Services (ITS) staff with maintaining network operations
- Performs other duties as assigned
- Performs any other related duties as assigned by the school principal or other appropriate administrators

Knowledge, Skills, and Abilities:

- Microsoft Exchange 2000/2003
- Dell Computer Hardware
- Knowledge of Windows 2000 Pro/2000 Svr/XP/2003
- Good organizational and time management skills
- Self-motivated, and self-directing, requiring a minimum of supervision
- Team player in a dedicated department
- Must be willing to be on-call outside of business hours

Experience:

- Strong technical knowledge of the following: Windows XP Professional, Network, hardware components, PC hardware and software, Microsoft Office Suite
- Ability to learn and incorporate 3rd party software and hardware
- Technical knowledge of Apple OS 10 and Macintosh technologies

Education:

- High School Diploma (required)



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- Minimum 2 years related experience in field

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date
_____	_____		
Human Resources	Date		

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.



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