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AUTAUGA COUNTY BOARD OF EDUCATION
PERSONNEL DEPARTMENT
153 West Fourth Street
Prattville, Alabama 36067

POSITION ANNOUNCEMENT

September 21, 2021

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The Autauga County Board of Education is now accepting applications for the position of: Information Technology (IT) Systems Technician

Job Description: Please see the attached Autauga County Board of Education (ACBOE) job description for this position.

Qualifications: Please see the attached ACBOE job description for this position.

Effective Date: Following Board Approval; 2021-2022 School Year / 2022-2023 School Year (2 years only)

Additional Information: Information Systems Technicians will be hired for two years only, and tenure does not apply under Students First Act guidelines. The positions are funded by the federal government to assist school systems as they prepare for and respond to COVID-19.

Salary: $34,900 - $54,250

Contract Length: 240 days (12 months)

Application Information: Go to http://www.alsde.edu/TeachinAlabama/ to complete the on-line application. On the *Where do you want to work?* page, click "Deselect All". Then click on the "+" located next to the Alabama State Department Education check box. Click the box next to District 5 and click "+" next to the District 5 box. Then check the box for Autauga County. Complete all sections of the application; do not put "see resume˝".

Application Deadline: September 29, 2021 or until filled

The Autauga County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability. Minorities are encouraged to apply.

1 Attachment
1. Job Description

INFORMATION TECHNOLOGY SYSTEMS TECHNICIAN

POSITION TITLE: Information Technology (IT) Systems Technician

RESPONSIBLE TO: Superintendent of Education

REPORTS TO: Information Technology Systems Supervisor

QUALIFICATIONS:

1. Extensive knowledge and experience in computer networking (Local and Wide Area Network (LAN/WAN), cabling, and demonstrated skills in computer hardware/software installation, maintenance and repair. Technical certifications such as A+ and Microsoft certifications are preferred.
2. Extensive knowledge of Microsoft operating systems and Microsoft Office applications.
3. Must be able to carry loads of up to 50 pounds and climb extension ladders.
4. Effective skills in human and interpersonal relations and proficiency in written and oral communications.

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Install and configure computer systems for school and/or administrative staff.
- Install and configure computer software for school and/or administrative staff.
- Install hardware and software upgrades.
- Maintain and repair computer hardware and associated peripheral devices.
- Provide on-site and telephone assistance for maintenance and repair of computer hardware, software, and peripheral devices.
- Install, terminate, and ensure connectivity of Category V network cabling.
- Confer with users, staff and management to establish requirements for new systems or modifications.
- Process warrant claims and product registration for all hardware and software.
- Attend appropriate workshops and seminars to maintain personal knowledge.
- Other duties as assigned.

JOB GOAL:

The IT Systems Technician will assist in the implementation of a quality technology program in the Autauga County School System through the maintenance of computer and network hardware, software, and additional peripheral devices.