

# job OPENINGS

Capital Region BOCES  
900 Watervliet-Shaker Rd.  
Albany, NY 12205  
www.capregboces.org

JOB OPENINGS

## professional/administrative staff

**No. 2010-09A**

**POSITION:** Senior Network and Systems Technician

**LOCATION:** Northeastern Regional Information Center – Cohoes City School District

**Basic Function:** Participates in the design, installation, and maintenance of personal computers, local and wide area networks, and associated peripheral equipment. Maintains and performs basic troubleshooting of workstations, servers, printers and telecommunications equipment to ensure timely problem resolution. Responsible for participating in the identification and correction of network and system problems. Involved in the receipt and distribution of new computer equipment. The Senior Network and Systems Technician will act as a lead coordinator on technical projects and provide direction and assistance with technology initiatives within the school district.

**Qualifications:** Associate's Degree in management information systems, computer science, information resources management, information technology, or a closely related field and three years of full-time, paid experience in the installation, configuration, troubleshooting and maintenance of computer systems and networks of which one year was in a supervisory capacity; or, High School Diploma and five years of experience as defined above; or an equivalent combination of training and experience as defined above. Preferred qualifications include exceptional interpersonal skills and excellent verbal and written communication skills. Strong background in prevalent operating systems and products such as Novell, GroupWise email, Microsoft, CISCO, and Macintosh, as well as current IT certifications preferred. **The candidate appointed to this position must hold permanent status in Albany County as Senior Network and Systems Technician, or be on the Albany County certified list for Senior Network and Systems Technician.**

**Responsibilities:** Coordinates the installation, maintenance and support of Local Area Networks and their components throughout the school district. Assist district personnel when problems occur with stand-alone programs and/or programs installed on the network. Provide training and assistance to staff on district applications and network programs. Establish and maintain network users, directories, and system rights and privileges. Responsible for the orientation of new users with regard to the email system and network access. Perform required setup tasks for LANs and microcomputer installations. Collaborate with NERIC personnel in the support of the district GroupWise email system. Maintain the Internet filter for the school district and perform necessary changes for the purpose of educational access. Develop long-term strategic planning objectives; develop and maintain disaster recovery procedures; ensure system backup/restore plans are functional; ensure security and confidentiality of data; prepare and maintain network documentation. Support the internal Regional Information Center LAN as required and assist in the support and maintenance of additional networks and technologies as needed.

**Starting Date:** As soon as possible

**Deadline for Applying:** November 2, 2009

**Starting Salary:** \$50,514  
The selected applicant will be subject to a fingerprint supported criminal history background check in accordance with SAVE Legislation.

**Apply to:** [www.capregboces.org](http://www.capregboces.org) (job openings) to download an application which should include your letter of interest and resume.

**Further Information Contact:** Capital Region BOCES – Regional Information Center  
Managing Program Coordinator I– Network Services  
518-862-5300

**Date:** 10/26/09 (Repost)

*Selected candidates will be contacted for interviews.*