



Temporary Computer Analyst  
Salary: \$11.00-\$17.00/hr

This position requires the ability to assist in the installation, configuration, repair, maintenance, troubleshooting and security management of data communications, computer hardware and software within the school system. The work is performed under the supervision of the Technology Department.

## EDUCATION, QUALIFICATIONS AND WORK EXPERIENCE

High School Diploma

One year of current work experience in information networks and user support desired

Applicable industry certifications desired (CompTIA, Microsoft and Cisco)

Knowledge and experience in configuring Microsoft Windows Workstation 10

Knowledge and experience in configuring Microsoft Windows Server 2012 desired

Knowledge of the methods, hardware, software, and practices of the information technology data processing systems

Ability to troubleshoot and demonstrate skill in the diagnosis of problems relating to the operation of information networks and networked computer hardware and software systems

Ability to read, write, and work from technical specifications

Good verbal and written communication and human relation skills

Skill in the use of IT testing equipment and materials

Must possess valid driver's license

Ability to comply with all safety rules and regulations established by Charles County Public Schools

Demonstrated ability to work professionally and discretely with extremely confidential information

Excellent analytical, problem solving and troubleshooting abilities

Self-motivated with the ability to work both independently and in a team environment

Excellent customer service, communication (both written and verbal), and cross group collaboration skills required

## ESSENTIAL JOB FUNCTIONS

Possess skills in the installation, configuration, repair, maintenance, troubleshooting and security management of data communications, computer hardware and software within the school system

Assists in supporting users in the use of software and personal computers

Responds to emergency duty assignments when required by supervisor

Assists in implementing technology standards, policies and procedures

Assists as the technical point of contact

Collaborates with the school's permanent Computer Analyst

Monitors remote and local networks to assure optimum response time and throughput

Prepares written reports

Provides support for PARCC and other online testing

Assists in maintaining accurate inventory records

Maintains records of all work performed

Regular on-time attendance

Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus

Must be able to tolerate low to moderate noise level in the work environment

Work may or not be performed in a normal office setting such as the LAN/WAN room and wiring closets

Performs related duties as assigned by the Executive Director of IT Strategy.

## ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS

The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) weights of 10 to 50 or more pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach with hands and arms, talk and hear.

Charles County Public Schools reserves the right to re-advertise and modify the content of vacancy announcements at any time; however, this may be the only notice for this position during the noted advertisement period.