



Computer Analyst I — 12 Months
Salary Scale: UA Grades 10-1 1

Exemption Status: Non-Exempt

Salary: \$34,494 - \$54,864

This position requires the ability to perform work 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 to three years of technically progressive current work experience in information networks and user support

Applicable industry certifications desired (CompTIA, Microsoft and Cisco)

Knowledge and experience in configuring Microsoft Windows Server 2012 and Microsoft Windows Workstation 10 and newer

Thorough 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 and/or commercial 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
- Provides support to users in the use of software and personal computers
- Responds to emergency duty assignments when required by supervisor
- Implements technology standards, policies and procedures
- Serves as the technical point of contact
- Collaborates with the school based instructional leadership team
- Monitors remote and local networks to assure optimum response time and throughput
- Prepares written reports
- Provides support for PARCC and other online testing
- Maintains accurate inventory records and 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.

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 coordinator (employees/adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

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.