

VACANCY

Computer Operations Technician

Full-Time Position (12-months)

Qualifications:

- Two to four years' experience in desktop or IT helpdesk support;
- Bachelor's degree with a computer related major and applicable certifications highly desirable;
- Proficiency in the setup, installation, configuration, and imaging of Mac OS X in a multi user environment;
- Experience with JAMF enterprise management solution for Mac (or equivalent program);
- Proficiency in the setup and installation of Windows 10, Windows 11, and Microsoft Office applications;
- Familiarity with LAN concepts such as VLANs, and electronics such as switches and access points;
- Strong analytical and problem-solving skills;
- Demonstrated ability to handle multiple assignments with attention to detail;
- Ability to prioritize and meet deadlines consistently;
- Effective oral and written communication skills;
- Knowledge of current technological developments and trends;
- Must have valid driver's license and vehicle to move between sites;
- Must be able to lift and move equipment weighing up to 50 pounds.

Responsibilities:

- Provide quality support to end users, including diagnosis and repair of desktop computers, laptop computers, software, peripherals, classroom AV, and network electronics;
- Configure and customize new and replacement computers using Windows Deployment Server;
- Configure and customize new and replacement computers using the JAMF software suite;
- Assist in the setup and implementation of new technologies as needed;
- Work with management to document procedures and inventory;
- Assist with the initial intake of service calls as needed;
- Handle additional responsibilities as delegated by the Operations Manager or Director of Technology.

Reports To: Director of Technology

Salary Range: \$49,000-\$51,000

(plus benefits including vacation, sick and personal days, health insurance and defined contribution plan)

Starting Date: As Soon As Possible

To Apply:

Internal applicants must submit an online application through the Westport Public Schools website. **Job # 1992**(Please be sure to select internal applicant. This signifies one's current status as a Westport employee.)

External applicants must submit an online application through the Westport Public Schools website. **Job # 1992**(Paper copies will not be accepted.)

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