

Please Post
12/09



Network Specialist
Full Time / Annual Calendar / District wide

Major Responsibilities:

1. Provide various support activities to keep network at peak performance and prevent downtime.
2. Provide support, installation, configuration and troubleshooting for PC/MAC workstations. Installation of network clients, print devices, antivirus and productivity software.
3. Responsible for server installation, server management, server backup and virus protection and high level network support for routers, and switches.
4. Perform preventative maintenance on network servers/devices including: Backup, Event logs, Antivirus/antispam (servers & email), Firewall, Windows Updates, Disk utilization, Email/MS exchange maintenance, Server/Connectivity management, Power (UPS monitoring) External Antivirus/antispam devices or servers, Subscription management; Hardware/software troubleshooting.
5. Plan, setup and document issues related to network-IT security, WAN, Email and Internet issues (develop monitoring system of server/network room issues).
6. E-rate application development and forms processing.
7. Provide helpdesk support.
8. Provide technical support and entrepreneurial opportunities for our member districts and other organizations.
9. Other duties as may be assigned.
10. Regular and consistent attendance is considered an essential function of this position.
11. Some heavy lifting may be required.

The Network Specialist works under the supervision of the Director of Administrative Services.

Qualifications:

1. Extensive knowledge of Network OS for both MAC/PC platforms (Novell, Windows, OSX, Linux).
2. Knowledge of Network fundamentals, WEB site creation, FTP, TCP/IP and IPX Protocols.
3. Proficiency in troubleshooting.
4. Strong interpersonal/organizational and documentation skills.
5. Ability to work independently and interact with external/internal customers.
6. Self-motivated with a positive attitude.
7. Entrepreneurial spirit.

Education:

Bachelors in Computer Science or related field and/or equivalent experience.

Application Procedure: Interested applicants should email a letter of interest plus resume to kelly@educationconnection.org or mail to:

Human Resources # 23-10
EDUCATION CONNECTION
P.O. Box 909
Litchfield, CT 06759-0909

Closing date for application: Position open until filled
Anticipated starting date: ASAP

EDUCATION CONNECTION IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

A copy must be posted in EDUCATION CONNECTION's Danbury and Litchfield Offices.

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