Openings as of 2/10/2023

**Information Systems Specialist - Helpdesk Focus (A-6)**

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<th>Administration/Information Systems Specialist (A-6)</th>
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<td>2/10/2023</td>
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<tr>
<td>Location:</td>
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**WORKFORCE DIVERSITY STATEMENT:**

The Newington Public Schools is dedicated to recruiting, hiring, growing and retaining a culturally diverse workforce that represents the racial, ethnic, and linguistic diversity of our community - to challenge student achievement and realize equity for all in our schools. To achieve this, we value and strive for the highest levels of:

- Family and Community Engagement;
- Culturally Relevant Organizational Practices;
- School Climate;
- Student-Centered Learning;
- Diverse Staff of Excellent Educators
- Equitable Student Access; and
- Fiscal Equity

We are interested in candidates who are passionate around these values; candidates who represent the racial, ethnic, and linguistic diversity of our community; and candidates who will engage fully in our continuous improvement efforts to achieve equity for all.

Please note the following:

- This is an entry-level career opportunity with many hallmarks of a traditional Help Desk Technician.
- Ideal candidates will also have strong customer service skills and mindset.

**STARTING SALARY RANGE:** $55,176.73 - $62,500

This position’s benefits include a comprehensive medical insurance package with dental coverage. The employer contributes 50% of the annual medical deductible to an employer established Health Saving Account (HSA). An employee retirement plan up to a 9% employer
match is offered. Online technical training with financial assistance available to obtain certifications.

JOB DESCRIPTION:

This position provides support for the District’s information systems infrastructure, equipment and services, provides technical assistance and support for lines of business and end-users as well as other duties as may be required.

SPECIFIC RESPONSIBILITIES:

- Receives general supervision from the Information Technology Director.
- Assists Information Technology Director in network operations, administration, and security.
- Diagnoses and repairs computer and peripheral equipment.
- Installs new equipment and components.
- Installs and troubleshoots software.
- Must be able to physically relocate computer and peripheral equipment [some heavy lifting required].
- Supports users in operating system and application issues.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

QUALIFICATIONS:

- The skills and knowledge would generally be acquired with a Bachelors degree in computer science or a related field; or four years work experience; or an equivalent combination of education and experience providing a demonstrated ability to perform the duties of the position.
- Experience in management of LAN, WAN and WiFi infrastructure.
- Proficiency with common productivity applications.
- Experience in diagnosis and repair of computer components.
- Ability to communicate technical concepts to users.
- Ability to work with a minimum of supervision.
- Ability to maintain strict confidentiality of information as necessary.

ADDITIONAL JOB FUNCTIONS:

- Performs additional tasks and duties as requested.

LICENSE OR CERTIFICATE:

Valid Connecticut Motor Vehicle Operator’s License.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of...
every task or responsibility.

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