

**BOARD OF EDUCATION
DEPARTMENT OF HUMAN RESOURCES
18 SOUTH PERRY STREET
POUGHKEEPSIE, NEW YORK 12601**

**RECRUITMENT BULLETIN # 21-22-67
*JANUARY 2022**

**MICROCOMPUTER/ NETWORK SUPPORT SPECIALIST
DISTRICTWIDE**

NOTICE OF POSITION

POSITION:

The Superintendent of Schools, Dr. Eric Jay Rosser, is interested in receiving applications from qualified candidates for the position of:

**MICROCOMPUTER/ NETWORK SUPPORT SPECIALIST
DISTRICT WIDE**

APPLICATION

Candidates must complete an application available to print through the Human Resources Tab
www.poughkeepsieschools.org

QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and;
EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in data processing or a closely related field AND three (3) years of work experience which primarily involved the installation and full support of microcomputer and LAN systems;
OR: (B) Five (5) years of full-time work experience as described in (A);
OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

DUTIES:

The Poughkeepsie City School District (PCSD) is committed to providing students and parents with pathways to opportunity that will lead to achievement and success. Through student-centered effective and transformational leadership, school and community engagement, and an unrelenting pursuit to achieve greater school outcomes for children, the Poughkeepsie City Schools is focused on developing and growing greater access, equity, opportunity, and quality across PCSD.

This is a highly technical position responsible for the planning, development, installation and full support of microcomputer systems. The incumbent works with user departments to assess needs, then develops a system to best meet those needs. The incumbent procures the necessary hardware and software, performs the initial configuration and installation, then supports the user through training and problem solving. Depending on the user, the incumbent may be required to work on a wide variety of systems, interface with mainframe systems, perform programming tasks, and install and maintain network systems. The work is performed under the general supervision of higher level administrative staff, with considerable leeway for solving problems in the field. Supervision of others is not a normal function of the position.

RESPONSIBILITIES:

The duties of the Microcomputer/ Network Support Specialist include, but are not exclusively limited to the following:

1. Works with user agencies to ascertain needs and develop standalone and networked systems to best address their needs;
2. Orders, receives, inventories and performs initial configuration and installation of hardware and operating software, contacting vendors as necessary to resolve any problems;
3. Maintains systems through software upgrades, the detection of viruses, correcting file error problems on disks, replacing defective equipment, and having equipment serviced;
4. Provides telephone and field support to users on hardware and peripheral equipment, software, and network system problems, contacting vendors as necessary;
5. Develops and provides training for users on hardware, software and network systems;
6. Works with user departments to develop software applications to meet their needs including programming, macros, interfaces and scripts;
7. Keeps abreast of the field of microcomputer system products, tests new software and equipment, and makes recommendations for future development and use.

APPOINTMENT:

Appointment will be made by the Board of Education upon the recommendation of the Superintendent following assessment of training, experience, certifications, credentials and evaluation of service. Personal interviews shall be scheduled where appropriate.

***This position will be appointed provisionally. An exam needs to be taken and passed to receive a permanent appointment.**

The Poughkeepsie City School District is an Equal Opportunity/Affirmative Action Employer.

SALARY: Competitive salary based on experience and benefits

EFFECTIVE DATE: As soon as possible after offer of employment

**APPLICATION
DEADLINE:**

Open Until Filled

**SEND RESUME &
LETTER OF
INTEREST TO:**

[https://olasjobs.org/
hroffice@poughkeepsieschools.org](https://olasjobs.org/hroffice@poughkeepsieschools.org)

Dr. Timothy Wade
Assistant Superintendent of Administrative Services
18 South Perry St.
Poughkeepsie, New York 12601

The Poughkeepsie City School District is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, religion, national origin, disability, age or marital status; nor does it apply any other arbitrary measure, which would tend to deprive persons of their constitutional rights.