



# FERN RIDGE SCHOOL DISTRICT 28J

## Job Vacancy Announcement

### Notice of Vacancy 1.0 FTE Technology Maintenance Specialist

April 16, 2018

Fern Ridge School District is currently accepting applications for a fulltime Technology Maintenance Specialist. We are seeking creative, outstanding candidates with a strong set of interpersonal skills to become a member of a cohesive team.

**Primary Assignment:**

Performs system installation and maintenance of district technology. Performs basic network troubleshooting to isolate and identify issues. Provides front-line technical support and assistance to staff on all classroom technology. (PC and mobile device, classroom audio-visual system support, printers, and telephony devices). Supports end users via phone, e-mail, or in-person. The successful candidate will quickly gain knowledge of district policies and procedures as they relate to job duties. Job requires a thorough understanding of various operating systems, primarily Windows 7-10, Active Directory/Group Policy deployments, and mobile device operating systems including Android and iOS. The Technology Maintenance Specialist needs to be positive with the ability to problem solve and provide customer service to educational and support staff.

**Minimum Qualifications:**

- Holds a regular High School Diploma
- Holds a current Oregon Driver's License
- Embodies a strong work ethic, self-motivator, maintains regular attendance
- Have strong organizational skills and the ability to prioritize the workload in order to meet deadlines.
- Have a strong customer service skill set with the ability to problem solve in a positive manner.
- Clear understanding of networking, computer hardware, software, and their interaction
- Demonstrated 2 years of responsible experience in maintaining computer equipment and working as part of a team
- Fingerprint Background Clearance with the Oregon Department of Education (if not on file with ODE the fingerprinting process fee is \$71.50).

**Preferred Qualifications:**

Training/Endorsements and experience in:

- 3-5 years of responsible experience in maintaining computer equipment in a Windows Active Directory environment
- troubleshooting TCP/IP, DNS, DHCP, and IMAP protocols
- Telephone equipment maintenance including voice mail systems
- Able and willing to train staff in software applications
- Certifications in: Microsoft, CompTIA, Network+

**Benefit Information:**

- Salary Range of \$20.22 - \$23.28 depending on experience
- PERS eligible

**Please supply the following:**

- Cover letter – Please include:
  - a section outlining your experience supporting technology in an enterprise environment
  - a section on what customer service in the technology field means to you
- Classified Application
- Current Resume
- Three (3) Letters of Recommendation
- Current in-district employees need only to submit a cover letter and current resume.

Information is available at the District Office, 88834 Territorial Rd., Elmira, OR 97437, (541) 935-2253 ext 1203, or [www.fernridge.k12.or.us](http://www.fernridge.k12.or.us) Or by contacting Michelle Cook in Human Resources: [mcook@fernridge.k12.or.us](mailto:mcook@fernridge.k12.or.us)

Closing Date: Open Until Filled

**Send to:**

Human Resources Department at Fern Ridge School District  
88834 Territorial Road Elmira, Or 97437  
Phone: (541) 935-2253 Ext. 1203