



Columbia County School District Job Description

Position Title: Computer Security Account Specialist		
Department: Technology	Evaluation Instrument: Performance will be evaluated annually by the Chief Technology Officer in accordance with Policy GBI – Evaluation Personnel	
Pay Grade: General Services Salary Schedule, Grade O	Pay Type: Non- Exempt	Retirement: TRS
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Chief Technology Officer		

MINIMUM QUALIFICATIONS

Education: Associates Degree required; Bachelor’s Degree in Computer Science preferred. Possess working knowledge of network Operating System. Experience administering email preferred.

Essential Knowledge/Skills: Have strong communications skills for interaction with professional, technical and support personnel including support for hardware and software; Have strong knowledge of PC hardware and components of computer hardware; Have a working knowledge of Microsoft Windows 98, Windows XP Professional and knowledge of Windows NT and Windows 2000 Server; Have a basic understanding of networking including a LAN, WAN and hardware components that exist in both; Have basic knowledge of popular software packages such as Microsoft Office Suite and have a strong desire to learn; Have a team attitude with the desire to provide excellent customer service; Have the ability and desire to learn new technologies quickly;

Experience: Three years’ experience working extensively with managing user accounts, supporting personal computers and inventory.

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Coordinates and maintains all user accounts to synchronize logins into applications as directed.
- Supports and maintains Exchange Server, troubleshooting specific email related problems.
- Maintains corporate email address list distribution list and administrative calendar on Exchange Server.
- Maintains local inventory of computer components for distribution to the TSS/Schools. Develops a schedule of parts/inventory purchases to maintain adequate level of component inventory to support a speed turn-around of repairs to district PCs
- Manages shipping and receiving of all parts and equipment in regards to current warranties
- Maintains logs of all parts return/distribution for repair and/or replacement
- Locates and researches best vendor pricing for replacement parts and equipment
- Assists with finding best disposition for surplus equipment
- Tests and validates returned/defective/damaged components by TSS
- Provides help-desk service for administrative applications & work order issues with TSS as requested by Chief Technology Officer

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: November 2015