

Notice Of Vacancy

Employment Opportunity

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Position: Information Technology Technician

Status: Full-time, year round

Salary: \$48,614 (starting annual salary)

Salary Range: \$48,614 - \$52,277 (annual salary range)

Posted Date: June 14, 2021

Starting Date: July 12, 2021 (anticipated)

Location: Educational Service District 105
33 South Second Avenue, Yakima, WA 98902

Job Description and Qualifications: See below

Application Procedure – Applicants apply through the ESD 105 Fast Track on-line application system at www.esd105.org under the Human Resources link, and ESD 105 Job Opportunities.

Deadline to apply: June 28, 2021

Immigration Reform and Control Act Requirement: The recommended applicant, if not a current regular employee, will be required to complete an INS 1-9 form and must provide proof of employment eligibility.

Background Check: All new employees who will have unsupervised access to children must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. All employment is considered temporary until receipt of the satisfactory background check.

Employment: ESD 105 shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. Domestic partners registered with the state of Washington will be offered the same rights/benefits as spouses to the extent that treatment is not in conflict with state or federal law. Inquiries regarding compliance procedures may be directed to the ESD's Title IX/RCW28A.640 Officer and Section 504/ADA Coordinator, Veronica Naranjo, Human Resources Director, 33 So. Second Ave., Yakima, WA (509) 454-2858

ESD 105 is an Equal Opportunity Employer

POSITION DESCRIPTION

Job Title: IT Technician	Direct Supervisor: Technology Coordinator
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The IT Technician will be responsible for the basic installation, maintenance, repair and troubleshooting of computer and network related technology in the ESD. The IT Technician may also provide support to member districts as contracted through the ESD.

Essential Job Functions:

- A. Troubleshoot technology problems (hardware, software, networks, etc.).
- B. Provide hardware installation and minor repairs.
- C. Provide software installation and troubleshooting.
- D. Maintain and clean all technology equipment.
- E. Research and stay current with technology trends to best meet current and future needs.
- F. Maintain hardware inventory and software licenses.
- G. Set up, maintain and troubleshoot AV equipment as needed.
- H. Provide technology support to contracted districts and schools.
- I. Work closely with the IT Team to communicate, collaborate and build technological success for our users, our system and our districts.
- J. Provide occasional training to end users in basic technology and software applications.
- K. Provide written documentation of fixes and procedures.

Other Job Functions:

- A. Perform other related duties as assigned.

Qualifications:

Required Education and Experience

- 1. High School diploma.
- 2. Minimum two years of work experience providing tech support in a business or educational environment.
- 3. Education may substitute for work experience.

Preferred Education and Experience

- 1. Associates Degree in Information Technology or completion of a related Information Technology program from a certified vocational school.
- 2. Work experience providing tech support in an educational environment.

Required Skills, Knowledge and or Abilities

- 1. A broad knowledge of personal computers, mobile devices including smart phones and tablets, printers, laptops, notebook computers, IP phones, basic networking concepts, wireless, Microsoft operating systems, Microsoft Office all versions, windows server, Google Apps and conference room equipment.
- 2. Excellent written and verbal communication skills.
- 3. Ability to work with a team.

4. Ability to work without direct supervision in remote locations and maintain a productive and professional attitude.
5. Must be willing to travel and have a valid Washington driver's license.
6. Must be willing to work varying work hours as necessary in order to minimize computer/network downtime.

Physical Demands

The usual and customary methods of performing the job's functions require the following conditions:

- **Significant:** (i.e. sitting, talking, hearing, walking, vision, color vision, peripheral/depth perception, ability to adjust focus, grasping, handling paperwork, repetitive motion, use of personal computer, looking at a computer monitor, lifting up to 10 pounds)
- **Frequent:** (i.e. standing, bending, carrying; use of phone; use of copy machine)
- **Occasional:** (i.e. driving, lifting over 10 pounds up to 45 pounds, reaching above the shoulder, use of fax machine)

Significant - Occupation requires this activity more than 66% of time (5.5+ hrs/day)

Frequent - Occupation requires this activity from 33% to 66% of time (2.5 to 5.5+ hrs/day)

Occasional - Occupation requires this activity up to 33% of time (0 to 2.5+ hrs/day)

The statements contained in this job description reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, the scope of responsibilities, and the physical demands, but should not be considered an all-inclusive listing of the work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. Changes to the position description may be made at the discretion of the employer.