

**GOVERNMENT OF THE UNITED STATES
VIRGIN ISLANDS
DEPARTMENT OF EDUCATION
JOB ANNOUNCEMENT**

Internal/External

THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:

POSITION TITLE: Technology Network Technician

LOCATION: St. Croix

Interested persons should contact: **DIVISION OF HUMAN RESOURCES**
careers.stx@vide.vi

Deadline for applying: Until Filled

Salary Range : \$45,000

Union: EXEMPT

GENERAL STATEMENT OF DUTIES

An employee in this class is responsible for serving the technical needs of schools and support offices as well as the numerous services provided by E-TAN. An individual in this facilitates the rapid delivery and ongoing support for V.I. students and staff to have access to important technology instructional resources. The Technology Network Technician will provide substantial territorial, district and school-based internet, email, voice, data and video technical support as required by the federal, territorial, district and school goals aimed at promoting student achievement.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

- Organize the operation of E-TAN and staff (if assigned),
- Monitor E-TAN equipment performance to guarantee maximum output and minimize down-time;
- Prepare budget for E-Tan and plan future equipment needs;
- Review and analyze existing system, methods, and procedures.
- Review, evaluate improve existing software and hardware.
- Update system configuration and keep up-to-date on latest hardware and software advancements;
- Set up and test new computers, printers, equipment, PC's, etc.
- Install programs, train users in Internet Access issues, both individually and in the lab setting, prepare written instruction or training outlines for trainees.
- Learn user responsibilities in order to be able to better understand their technology needs;

- Establish backup schedule for all database files and ensure monthly backups are performed as needed;
- Work with district and other government departments to plan or improve internet access activities;
- Formulate plan for equipment and data integration between schools and various departments;
- Advise the State Director of Technology of the need to procure new equipment, repair or replace malfunctioning equipment;
- Maintain inventory of all department equipment by location;
- Act as liaison with computer hardware and software vendors and with service providers including service personnel;
- Facilitates software updates as needed for operating system and general application software;
- Maintain contact with alternative resources in the event of system failure and maintain adequate backup on data (except E-mail) and software for recovery of system with minimum down time;
- Prepares technical reports relative to the functioning of the system;
- Provides staff support in the areas Electronic mail account management;
- Provided Wireless bridge, antenna and router management;
- Provide Internet and email connectivity management;
- Provide primary network troubleshooting;
- Provide modem banks maintenance;
- Provide firewall maintenance;
- Provide network operating system administration;
- Perform other assigned duties.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of Operating Systems;
- Working knowledge of programming languages, especially as they relate to designing web pages and programming wireless devices, routers and other equipment;
- Ability to prepare complex reports on proposed or completed management endeavors and to develop harmonious relationships with employees, agency heads, and the general public.
- Ability to troubleshoot system problems.

EDUCATION AND EXPERIENCE:

- Graduation from a recognized college or university with a minimum of a Bachelor's degree in Computer Science or Data Processing; **AND;**
- Five years of professional or technical experience in systems analysis, networking and programming;
- An equivalent combination of education and experience may be submitted for the above.

“No person shall be discriminated against in employment or in any other educational program or activity offered by the Virgin Islands Department of Education on account of race, color, creed, national origin, sex, handicap, or age.”

Send your complete application package to careers.stx@vide.vi for consideration.

Application documents required: (1) Completed Application, (2) Resume, (3) Cover Letter, (4) Official College Transcripts, (5) Certifications, (6) Licensures, (7) Three Letters of Recommendation, (8) Police Background Check and (9) Doctor’s Statement of Good Health.

******DUE TO A HIGH VOLUME OF APPLICANTS, THE DEPARTMENT WILL NOTIFY ONLY THOSE WHO ARE SELECTED FOR THE NEXT STEP IN THE RECRUITMENT PROCESS.***