

**LYNN PUBLIC SCHOOLS
100 BENNETT STREET
LYNN, MA 01905**

Please Post

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August 26, 2020

Title: PC LAN Technician – Spanish Speaking preferred

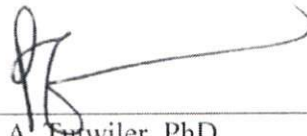
Responsibilities: The PC Lan Technician reports indirectly to the Network Administrator and directly to the PC LAN Manager in the Technology Organization.

1. Responsibility for LAN equipment to include operation, initial diagnosis, trouble shooting and service response for hardware to include communications, LAN network servers (Windows print servers, MAC), workstation configurations (i.e., Windows, MACS), modems printers, UPS, tape backups, scanners, Network hubs and all other LAN peripheral hardware.
2. Provide initial troubleshooting and diagnostic solutions for PC hardware and peripherals.
3. Set up hardware configurations to include hubs, server, workstations, and hardware peripherals and upgrades. Setup of management software (i.e., Windows, MAC OS).
4. Configure printers, map and share resources (i.e., Windows, MAC OS).
5. Respond to troubleshooting requests and upgrades as scheduled by PC LAN Manager and / or Network Administrator.
6. Provide repair status data as needed to PC LAN Manager, Network Administrator with hardware solution recommendations or comments.
7. Provide preventive maintenance for all hardware and peripherals. Assist PC LAN Manager and / or Network Administrator in developing daily, weekly, monthly, quarterly and annual maintenance schedules.
8. Perform upgrade and installation procedures to include site-specific modifications for Windows or other LAN network hardware and software management systems.
9. Perform any other duties as assigned by the Network Administrator or PC LAN Manager in terms of present and future LAN / WAN upgrade design plans and installation expansion.

Qualifications:

1. Technical Degree or equivalent and experience REQUIRED in LAN Networking. Documented course of study towards Certification as a MCSE.
2. Two years minimum experience required in the area of computer hardware installation and network management systems, preferably in Windows environments. Experience in Network hardware management configuration setup, Windows installation and setup. Support of MAC network protocol in a Windows environment. Applicant must show demonstrated interest and willingness to be trained as needed.

Salary and terms of employment: Per Contract



Patrick A. Tutwiler, PhD.
Superintendent of Schools

PAT/crf

APPLICATION PROCEDURES:

Please direct a letter of application, including a statement granting permission for community staff review of credentials, a current resume, three (3) letters of reference and documentation of education and experience to Talent Ed <https://lynnschools.tedk12.com>

THE CLOSING DATE FOR APPLICATIONS IS :
OPEN UNTIL FILLED

LATE APPLICATIONS WILL NOT BE ACCEPTED. Under no circumstances is it appropriate for a candidate to communicate in any form with a member of the School Committee concerning his/her candidacy at any time before final action is taken by the Committee relative to the vacancy to be filled.

NON-DISCRIMINATION POLICY

It is the policy of the Lynn Public Schools not to discriminate on the basis of race, color, national origin, age, sex, gender identity, religion, sexual orientation, home status or disability in admission to, access to, treatment in, or employment in its programs and activities in compliance with Title VI and VII of Civil Rights Act of 1964, Title IX of the 1972 Education Amendments to the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and M.G.L., Ch. 76: Sec. 5, M.G.L., Ch. 151C.

The Lynn School Department accepts all state and federal laws regarding the possession and/or use of illegal drugs as binding on its employees and, therefore, all employees are prohibited from possessing, using, or distributing illicit drugs or alcohol on premises or at any school-sponsored activity

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