

PLEASE POST

#2024-09

JOB OPENING

TITLE: **COMPUTER SUPPORT TECHNICIAN (Provisional/Permanent)**

DEPARTMENT: Information Technology and Records Management

SALARY: Pursuant to TCEA Agreement

HOURS: Monday through Friday, 8:30 am – 4:00 pm

DATE: March 8, 2024

DISTINGUISHING FEATURES OF THE CLASS

Provides support and implementation of local area networks by customizing vendor supplied operating software and assisting in the installation of the operating hardware;
Assists in the training and instruction of local area network users and local area network coordinators;
Implements the upgrading of work station software on local area networks;
Evaluates systems software and hardware and provides reports;
Provides support of PC hardware and assists clients in utilizing application software;
May install and maintain network cabling systems.

KNOWLEDGE, TRAINING AND EXPERIENCE

Good knowledge of local area network operating systems;
Good knowledge of local area network hardware and communications software;
Good knowledge of personal computer application software;
Ability to communicate clearly both orally and in writing;
Ability to maintain records and prepare reports;
Ability to work well with others;
Possess logical reasoning;
Sound judgment;
Initiative;
Resourcefulness;
Physically capable of performing the essential functions of the position with or without reasonable accommodations.

MINIMUM QUALIFICATIONS

- a. Graduation from a regionally accredited or NYS registered two or four year college or university with a Associates degree or completion of at least sixty-four credit hours in Data Processing, Computer Science or closely related program and one year of experience in local area network installation, maintenance, training or programming; **OR**
- b. Graduation from high school or possession of a high school equivalency diploma and three years of experience in local area network installation, maintenance, training or programming; **OR**
- c. An equivalent combination of training and experience as defined by the limits of (A), and (B).

THIS NOTICE IS POSTED IN COMPLIANCE WITH THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE TOWN OF CHEEKTOWAGA AND THE TOWN OF CHEEKTOWAGA EMPLOYEES ASSOCIATION AND SHALL REMAIN POSTED FOR A PERIOD OF EIGHT (8) WORKING DAYS. PLEASE SUBMIT AN ORIGINAL BID APPLICATION TO THE PERSONNEL DEPARTMENT AND COPIES TO THE DIRECTOR OF THE DEPARTMENT OF INFORMATION TECHNOLOGY AND RECORDS MANAGEMENT (Lisa-Marie Bolognese), AND A COPY OF SAME TO THE PRESIDENT OF THE TOWN OF CHEEKTOWAGA EMPLOYEES ASSOCIATION (Greg Magnuszewski).