



To: District Staff

Date: January 30, 2018

From: Human Resources and Labor Relations

Subject: Technician Vacancy

Letters of interest are now being accepted in the human resources office for the following position:

<u>Position</u>	<u>Hours per Week</u>	<u>Location</u>	<u>Starting Date</u>
Technology Field Technician (12 month position)	40.00	BHHS	immediately

Rate: \$20.40 - \$28.45 (additional hourly rate for associates and BA degree)

Description:

Support IT and A/V Tech systems. Provide technical assistance and support to end-users on the application of technologies for their workflows. Provide onsite, in-person support for IT and classroom technologies. Install and configure hardware and software solutions, including imaging and patching of computer systems. Install and configure cabling that supports IT and A/V Tech systems. Clean, configure, and maintain computer workstations, computer labs, mobile devices, and network hardware. Diagnose and repair equipment as appropriate. Coordinate repair services for onsite and offsite work. Log and manage support issues and resolutions. Implement solutions delivered through IT functions. Pick-up and deliver supplies, parts and equipment. Create and maintain required documentation. Interact with staff, students, and parents in a positive and supportive manner. Other duties as assigned.

Qualifications:

Minimum Associate's degree in a technology related field, or combination of education and experience. Candidate may demonstrate current and verifiable pursued degree as part of this combination. A+/ITIL certifications strongly preferred. One to three years experience providing end-user support on computer hardware and software systems including PC, Mac, iPad, printers, interactive projectors, document cameras, and networking infrastructure cabling. Two years computer related experience and competencies preferred. Valid Michigan Driver's License. Ability to work with a positive attitude under pressure of multiple demands. Must be able to lift up to 50 pounds. Must have excellent written and verbal communication skills and work collaboratively with staff and students.

Please apply online at www.bloomfield.org.

It is the policy of the Bloomfield Hills Schools not to discriminate on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, disability, genetic information, or any other reason prohibited by applicable laws, in its programs, services, activities, or employment practices. Inquiries related to discrimination on the basis of disability should be directed to the Section 504 Coordinator: Pam Schoemer, Director of Special Education, 7273 Wing Lake Road, Bloomfield Hills, MI 48301, (248-341-5415. Direct all other inquiries related to discrimination to: Kelly Bohl, Assistant Superintendent for Human Resources and Labor Relations, 7273 Wing Lake Road, Bloomfield Hills, MI 48301, (248) 341-5425.