

**OPEN TO INTERNAL/EXTERNAL APPLICANTS**  
IT SHARED SERVICES – ANGLOPHONE SCHOOLS  
INVITES APPLICATIONS FOR THE FOLLOWING POSITION CURRENTLY SUPPORTING  
ASDN – MIRAMICHI EDUCATION CENTER

**TECHNOLOGY SUPPORT SPECIALIST: LEVEL I – COMPETITION #17-040**  
**(One Year Temporary Position possibility of renewal)**  
**Pay Band 2 (\$1491-\$2082 bi-weekly)**

**DEFINITION**

Under the direction of the Level 2 Technician, this employee is responsible to provide day-to-day technical support of LANs, hardware, software and peripherals to schools and district offices.

**Tasks**

- Carry out the installation; configuration, maintenance, update and administration of network operating systems on school and district office servers.
- Carry out the installation; configuration, maintenance, update, administration and inventory of hardware and software.
- Respond to clients' needs through established call tracking system (help desk) and/or other systems.
- Troubleshoot and resolve technical problems relating to networks, workstations and software applications.
- Install and troubleshoot network cabling, at the discretion of the district.
- Keep school and district staff informed of any changes, repairs or updates to their information systems.
- Technical liaison between schools, districts, service providers and department of education staff.
- Assist in the management and upkeep of the provincial inventory database in schools.
- Assist in the management and protection of identified critical data in schools.
- Perform all other related duties as assigned by the Information Systems Manager.

**Qualifications**

- Successful completion of a recognized Computer Technology program or equivalent work experience.
- A+ certified and one or more of the following certifications: CCNA, MCSE, MCP would be an asset. Must be ready to acquire other certifications as required.
- Minimum of two (2) years experience as a computer technician who has worked with network operating systems.
- An equivalent combination of training and experience related to the position may be accepted.

**Necessary Special Requirements**

- Must be able to work as part of a team, as well as being able to work independently with a diverse client base.
- Must be physically fit, as this position requires lifting an average of 40 lbs.
- Must have good leadership and organizational skills.
- Expected to stay abreast of latest technology developments.
- Must have demonstrated strong interpersonal, verbal and written communication skills.
- Must have a valid driver's licence and transportation for travel within NB as required.

Applications must include a current resume and the names of three work-related references.

Applicants must clearly demonstrate the essential qualifications to be given further consideration. Subject to the response of this competition, education and/or experience requirements may be changed.

**Apply in writing by 12:00 p.m., March 22, 2017:**

Director of Human Resources  
Anglophone North School District  
78 Henderson Street  
Miramichi, NB E1N 2R7  
Fax: 506-778-6090  
E-Mail: ASDNJobs@nbed.nb.ca

Thank you in advance for applying. Only those selected for an interview will be contacted. Criminal record check will be required as a condition of employment for the successful candidate.

We are an Equal Opportunity Employer and we promote a scent-free environment.