

## **COMPUTER TECHNICIAN 2**

<b>CURRENT LOCATION:</b>	Support Services Centre – required to be on site daily.
<b>POSITION:</b>	Permanent Full Time
<b>STARTING DATE:</b>	To be determined.
<b>POSTING DATE:</b>	November 3, 2020
<b>CLOSING DATE:</b>	November 9, 2020 by 2:30 p.m., or until a suitable candidate can be found.
<b>HOURS OF WORK:</b>	7.0 hours per day / 35.0 hours per week
<b>SALARY:</b>	Year 1 - \$32.77 per hour Year 2 - \$36.24 per hour Year 3 - \$39.72 per hour

### **REQUIREMENTS FOR THE POSITION:**

- A diploma or certificate from an accredited and provincially recognized technician institution as approved by the Board of Education.
- A working knowledge of Windows based computers, related peripherals, and networks acquired through a minimum 3 years experience doing computer maintenance and repairs in a business or institutional environment.
- Certification or equivalent knowledge in both older versions and the latest versions of the Windows operating system.
- Training or experience in working with other operating systems such as Linux.
- Training or experience in additional areas of technical expertise, such as microwave point-to-point networking, computer scripting languages, Internet applications and web page development, computer programming, virtualization, etc.
- A+ certification or equivalent knowledge in computer hardware and networking fundamentals.
- Knowledge of and ability to operate within Board policies and procedures.
- Ability to plan and organize his/her own short and long term schedule, prioritizing activities as required to maintain the most efficient operation of the division computers.
- Ability to work independently with minimal on-site supervision demonstrating sound judgement and decision making skills to ensure quality of work meets expected standards.
- Ability to learn new skills and motivated to be a self-directed learner.
- Excellent knowledge of current technology and software associated with the duties and responsibilities of this position.
- Ability to understand and carry out oral and written instructions.
- Ability to maintain accurate records and documentation and provide recommendations to the Manager.
- Ability to establish and maintain effective working relationships with all staff, students and the public demonstrating tact and diplomacy.
- Ability to do medium work (exerting up to 25 kg. of force occasionally, and/or up to 10 kg. of force frequently, and/or up to 5 kg. of force constantly to move objects).
- Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children including demonstrating strict attention to confidentiality of school operations and student information.
- Hold a valid driver's license.
- It is a condition of employment that all candidates provide a criminal record check and a vulnerable sector check.

### **QUALIFIED CANDIDATES MAY APPLY IN CONFIDENCE TO:**

Human Resources  
Saskatchewan Rivers Public School Division  
545 – 11<sup>th</sup> Street East, Prince Albert, SK S6V 1B1 Fax: 306-763-4460  
hr@srsd119.ca

*Please follow the application procedure as outlined on our website at [https://www.srsd119.ca/?page\\_id=4999](https://www.srsd119.ca/?page_id=4999)*