WARREN COUNTY SCHOOL DISTRICT

NEW POSITION REQUEST FORM

ITEM #1: PERSONNEL REQUISTION INFORMATION   **DATE:** May 24, 2021

Budget Year: 2021/2022   **Budget Code:** 0128180000035000/140

Contingency Budget: Click or tap here to enter text.

Position Title: Network/Technology and Systems Administrator   **Hours per day:** 8

Assigned School for the Budget Year: Technology   **Start Date:** July 1, 2021

Salary (check one):
☐
☐ Commensurate with qualifications and experience
☒ Per negotiated contract or employment agreement

Type of Employment (check all that apply):
☐ Permanent   ☐ Temporary   ☐ Individual Contract
☐ Act 93 – Certificated   ☒ Act 93 – Non-Certificated   ☐ Administrative Support
☐ WCEA   ☐ WCESPA

Reason for Request (please be specific):
We are no longer going to outsource technology work and will need this position in the District. This would be a position that we would absorb from the outsourced company and one that is necessary for continued technology department operation.

ITEM #2: REQUEST FOR ADVERTISING (check all that apply)
☐ Warren Times Observer   ☐ Jamestown Post Journal   ☐ Erie Times
☐ Pittsburgh Post Gazette   ☐ College Central
☐ Other (please provide title, address, phone and FAX numbers): Click or tap here to enter text.

ITEM #3: QUALIFICATIONS (Specify required or preferred education, skills, experience and/or other criteria as appropriate)
Minimum of an Associates Degree or equivalent training in computer engineering, computer science, or a computer related field; certifications are a plus. Technological administrative experience managing an enterprise level environment. Experience in repairing server level hardware and software systems.

Expertise in networking including WAN/LAN and wireless not limited to Cisco. Thorough understanding of Microsoft Windows Server domain environments, and client operating systems. Expertise in application and infrastructure virtualization technologies not limited to Citrix, VMWare and Microsoft. Experience with desktop delivery technologies not limited to Microsoft and Citrix. Experience in storage technologies, Data Domain devices, and disaster recovery backup systems. Excellent written and oral communication skills with the ability to speak in public. Must be willing to work a flexible schedule and be available when needed. Must have a valid driver's license and reliable vehicle. Proficient using Microsoft Office Suite, reporting tools, other common productivity suites and multimedia creation software.

ITEM #4: INTERVIEW/SEARCH COMMITTEE MEMBERSHIP (Designate Chairperson)
Gary Weber

ITEM #5: CRITERIA TO BE USED IN RATING/EVALUATING CANDIDATES
Knowledge, Experience, Education, Technical Ability

REQUESTED BY:		APPROVED BY:	
			5/21/21
_____	_____	_____	_____
Administrator Signature	**Date**	**Director Signature**	**Date**
		_____	_____
		Superintendent Signature	**Date**