

Job Opening Announcement & Job Description



DATA CENTER TECHNICIAN

Supervisor: Managing Director, ISC

Division: Information Services Center
Location/Assignment: Housed at North Central Educational Service District 171 in Wenatchee.

Salary Range: \$42,031 - \$51,745
Salary based on 260-day position.
Salary range dependent upon experience and expertise.

Conditions of work: 8 hours/day 260 days per year - *non-exempt position*

GENERAL DESCRIPTION:

This position is a rare opportunity to join an exciting team. The regional Educational Service District 171 (ESD 171) is seeking a dynamic team player interested in making an impact in the lives of district staff as the Data Technician for 29 School Districts within our ESD region. The Data Center Technician works with the Administrative and Information Services staff to support school districts in the North Central Region. This position is responsible for all printing operations and assures proper printing, handling and distribution of all computer-generated documents. In addition, the Data Center Technician is responsible for performing other office administrative duties, including data entry and other tasks in support of the Administrative Services team.

This position is based in Wenatchee, Washington.

Qualifications

REQUIRED:

- Demonstrated experience with Microsoft Office Suite products (Word, Excel, PowerPoint and Outlook).
- Knowledge of the functions and operation of equipment used to generate and ship printed materials.
- Ability to learn and apply new skills to accommodate changing work environment.
- Demonstrates outstanding customer service skills both over the phone and in person.
- Demonstrated success working independently and as part of a larger professional team.
- Excellent organizational skills and commitment to follow-through on tasks to meet expected deadlines and work well under time constraints.
- Demonstrated ability to communicate effectively, both oral and written.

PREFERRED:

- Three (3) or more years of administrative support experience.

Timeline:

Position opens: July 10, 2018

Position closes: July 24, 2018

Screening & Interviews as soon as possible

Position begins as soon as possible

Note: Employment contingent upon successful clearance of a Washington State Patrol, FBI fingerprint criminal history background check, and Sexual Misconduct background check.

NCESD is an Equal Opportunity Employer

Responsibilities:

- Monitor and facilitate computer processing of all print jobs. Notify Student Records and Fiscal Coordination staff of data processing print jobs exceptions.
- Operate data center laser printers, folding, sealing and mail machines. Detect and respond to machine malfunctions or errors.
- Assist in support and analysis of school district data processing problems. Submit and track internal Footprint tickets.

- Maintain logs of computer output, package and ship computer generated output to local school districts.
- Maintain inventory count of computer forms and supplies on hand. Place orders to ensure supplies are sufficient to meet demands of production environment.
- Document and maintain an operations manual for data center procedures.
- Instruct backup in computer operations and data center procedures.
- Perform office administrative and other related duties as required.
- Utilize various MS Office software to build, edit and maintain documentation in a consistent format for the purpose of disseminating information to department and/or district staff.
- Prepare and monitor district contract documents for the purpose of ensuring accurate and timely record keeping.
- Conduct business office data entry. Create and/or produce various reports and documents related to various programs within the department.
- Maintain a variety of files and records for confidential and non-confidential information, ensuring accuracy of department records.
- Work with staff in support of all trainings, meetings and conferences.
- Input trainings and meetings into pdEnroller registration system, manages calendaring of internal and external meetings, activities and training events and reserves facilities.
- Prepare brochures, newsletter, bulletins or other materials for the express purpose of communicating with clients.
- Ensure facilities are properly set up and materials printed prior to the start of scheduled events.
- Assist staff with setup and maintenance of training and learning accounts.
- Work with OSPI, County Auditors, internal staff, and school districts to ensure all state reporting deadlines are met.
- Provide technical support to school districts in the use of OSPI data system applications.
- Develop basic knowledge of all data interfaces between school districts and OSPI for state and federal requirements.
- Use a positive businesslike approach at all times to communicate effectively with clients, other team members and outside agencies in writing and over the phone.

Professional Growth and Responsibilities

- Meets or exceeds performance expectations in the following areas:
 - Competence
 - Quality & Quantity of Work
 - Attitude
 - Flexibility, Innovation & Initiative
 - Cooperation with Supervisor/Director & Peers
 - Demonstrates & Supports Agency Values
- Supports and implements ESD policies, regulations, procedures and administrative directives; demonstrates loyalty to the ESD and other administrators.
- Submits records, reports and assignments promptly and efficiently.
- Deals with obstacles and constraints positively.
- Demonstrates ability to adjust to and use new approaches in the performance of his/her duties.
- Seeks and takes advantage of opportunities for professional growth.
- Maintains dress and appearance appropriate to a professional office setting.
- A new employee is subject to a 180-day probationary period and must be evaluated prior to its end. If work is found to be unsatisfactory, the employee is subject to termination.
- Other duties as assigned by the Managing Director ISC or Superintendent.

Physical Demands

- Frequent travel within the ESD 171 region. Some overnight travel may be required.
- Extended or flexible hours as necessary.
- Sitting for extended periods of time may be required. Lifts and carries a maximum of 40 pounds. Adequate manual and finger dexterity, hearing, speech, and vision are necessary to perform the essential functions of this position.

Application Procedure:

North Central ESD is accepting applications for this position on-line only. To access our on-line application please click the link below. **All completed packets must be submitted on-line.** [Click here to apply](#)