

OLYMPIA SCHOOL DISTRICT NO. 111
Job Category: Certificated
Posting Dates: August 6, 2019 – Open Until Filled

The Olympia School District Human Resources Office is now accepting applications for the following position. Interested employees may submit a transfer request by calling the District Human Resources Office at 596-6185 prior to the deadline date.

Position	Hours/FTE	Location
Telecom/Security Technician	8.0 HPD/Continuing	Knox - Technology
<i>The Olympia School District is committed to increasing the diversity of staff in our schools. Candidates who can contribute to this goal are encouraged to apply and to identify their strengths and experiences in this area.</i>		
Salary: Teamsters Network Tech Salary Schedule: \$25.18 - \$32.84		

Job Purpose Statement/s: The Telecom/Security Technician has the responsibility for the maintenance and administration of the district’s telecom, VoIP, access control, security camera, and IP based paging/intercom/clock/bell systems, both physical and virtual. This individual will work with a team to establish standards, policies and procedures to provide high quality services while building a support structure to ensure that the organization receives full functionality and benefits from these products and services within the IT infrastructure.

Essential Job Functions:

- Install and maintain district access control, voice and video hardware and systems, apply firmware patches to security endpoints, manage and support systems and applications software, resolve district office, school, and/or system operational issues as needed.
- Collaborate with members of other departments such as electricians and support services personnel as necessary.
- Provide technical support on video, voice or access control systems for internal and/or external customers; answer technical questions; recommend and implement approved course of action. Provide technical leadership for problem escalation and resolution.
- Actively update and utilize Microsoft Active Directory and other user databases, permission levels, and custom changes to accounts
- Develop an onboarding and termination process for managing access and telephony for personnel moves, adds, and deletions
- Maintain a high level of proficiency by seeking out and completing ongoing training on associated systems as they evolve.
- Perform lifecycle management activities for a portfolio of products and systems. Perform preventative maintenance tasks as recommended by the manufacturer.
- Ensure continued reliable system performance by conducting regular checks of IP endpoints across the district.
- Resolve infrastructure and application incidents. Assist tier 1 support groups by automating resolutions to repeat incidents. Deliver training to end-users upon installation of new systems.
- Develop and maintain system architecture and operational support documentation.
- Troubleshoot related network/IP equipment.
- Train and assist staff in use of Alcatel telecom, ExacqVision VMS software, Avigilon access control system, and Singlewire IP/clock/paging systems.

- Document district wide telecom, VoIP, IP camera/VMS systems and access control system.

Job Requirements - Qualifications:

- **Skills/Knowledge Required:**

- Minimum two years and/or equivalent work experience managing IP/network-based access control systems, preferably Avigilon with associated certification.
- Minimum two years and/or equivalent work experience installing and managing IP/network-based security camera systems, preferably ExacqVision Video Management System (VMS) and associated certification.
- Minimum two years and/or equivalent work experience installing and managing IP/network-based clock/bell/paging systems, preferably SingleWire Informacast and associated certification.
- Technical certificate/diploma in Telecommunications and 2 - 4 years related experience, or equivalent combination of education and experience
- Knowledge of and ability to use:
 - Windows Server 2012 R2/2016 and Windows 7/8/10 operating systems
 - VMware – server virtualization
 - PowerShell, Visual Basic and/or batch scripts
- Thorough knowledge of TCP/IP protocol suite to properly manage network performance and security.
- Valid Washington State Driver's License
- Previous experience providing technical support in a K-12 environment is preferred.
- 06 Low Voltage Electrician license preferred
- Criminal Justice Fingerprint Clearance

- **Ability to:**

- Demonstrate excellent customer service skills including reporting, organization, written and oral communication, and task prioritization that follow project based methodologies
- Work in a team environment but be self-directed when necessary
- Work under tight deadlines and high pressure environments
- Demonstrate excellent troubleshooting and analytical skills
- Lead or direct the work of others through local or remote connections, including various vendors and equipment suppliers
- Train end users on equipment operations
- Maintain security infrastructure at department and remote locations; including upgrades, patches and optimization
- Maintain a broad knowledge of state-of-the-art technology, equipment, and/or systems
- Analyze, diagnose and troubleshoot a variety of devices, circuitry and software
- Perform a variety of complicated tasks without direct supervision
- Maintain effective working relationships with other people
- Work collaboratively with school and central office administrators, parents, and community members
- Demonstrate understanding of and experience with cultural competence
- Remain flexible to changes in assignments or situations
- Manage competing priorities in a complex environment
- Organize activities, set priorities, and follow instructions
- Conduct CCTV Installations – Software, Hardware and Monitoring
- Administer the installation and interconnectivity of security systems – locks and cameras
- Comply with school board policies and follow administrative procedures

Reports to: Network Systems Administrator

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to sit and use hands for fine manipulation. The employee is occasionally required to stand and walk, bend neck and back, use hands for repetitive grasping and pushing/pulling, squat, kneel, climb stairs or ladders, reach overhead, knee stand, lift/carry and push/pull. The employee must occasionally lift and/or carry a maximum of 47 pounds. The position requires pushing and/or pulling a maximum force of 20 pounds. Maintenance may occasionally need to be performed on a lift or ladder at heights exceeding 15 feet. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display with prolonged exposure to electronic equipment and visual display screens. The employee will occasionally work in outdoor conditions for short periods of time. The noise level in the work environment is usually moderate. The employee must adjust to frequent interruptions in their work schedule. Requires travel throughout the district. Works independently. Requires minimal supervision.

Unit Affiliation: Teamsters Local Union No. 252 (Technology Support and Service Technicians)

Application Procedure for out of district candidates

Out-of-district applicants please apply through EdJobsNW at <https://edjobsnw.org>

If you share our commitment to provide challenging opportunities for all students to be successful, we'd like to hear from you!

Olympia School District 111 Bethel St. NE, Olympia, WA 98506
(360) 596-6185 FAX (360) 596-6181 <http://osd.wednet.edu>

Equal Employment Opportunity:

Olympia School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Auxiliary aids and services will be provided upon request to individuals with disabilities. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator: Scott Niemann, 360-596-6193, sniemann@osd.wednet.edu; Autumn Lara, 360-596-8534, alara@osd.wednet.edu; Title IX Coordinator: Scott Niemann/Autumn Lara, 360-596-6193, sniemann@osd.wednet.edu; and 504 Coordinator: Ken Turcotte, 360-596-7542, klturcotte@osd.wednet.edu. Address: Knox Administrative Center, 111 Bethel St NE, Olympia, WA 98506.

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities or are in need of translation services are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.