

Job Opening: IT Operations Specialist / System Administrator

Overview:

Decatur County Community Schools in Greensburg, Indiana, is actively seeking a skilled and motivated IT Operations Specialist/System Administrator to join our team. As an IT Operations Specialist/System Administrator, you will play a critical role in maintaining the smooth operation of our technology infrastructure. The position requires a strong understanding of IT operations, server management, and a proactive approach to problem-solving.

Responsibilities:

Desktop Support:

- Provide technical support for Windows laptops and desktops, as well as Chromebooks.
- Troubleshoot and resolve hardware and software issues for students, faculty, and staff.

Network Administration:

- Maintain and optimize networking and WiFi systems.
- Collaborate with the technology team to ensure a secure and efficient network environment.

IT Operations:

- Oversee day-to-day building IT operations, ensuring the functionality of technology resources.
- Participate in the development and implementation of IT policies and procedures.

Inventory Management:

- Maintain an accurate inventory of technology assets.
- Implement and optimize an efficient tracking system for assets.

Collaboration:

- Collaborate with the IT team to support technology integration initiatives.

Documentation and Reporting:

- Maintain detailed documentation on IT processes and procedures.
- Generate regular reports on IT operations status and performance.

Preferred Qualifications:

- Bachelor's degree in Information Technology, Computer Science, or a related field.
- 3+ years of experience in IT operations, server management, and desktop support.
- Proficient in Windows and Chrome environments.
- Experience with VMWare, Scale Computing, and Meraki networking.
- Strong problem-solving and troubleshooting skills.
- Excellent communication and interpersonal skills.
- Ability to work both independently and collaboratively in a team-oriented environment.
- Prior experience in an educational setting is a plus.

Salary:

- Decatur County Community Schools will offer a competitive salary and benefits package that is commensurate with qualification and experience. The annual contractual length for this position is 260 days.

If interested, submit application (available at www.decaturo.k12.in.us), cover letter, license, transcripts, license, references, and resume to:

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