

Summit County Children Services

POSITION DESCRIPTION

Job Title	PC Training Coordinator
Bargaining Unit	CWA, Local #4546, AFL-CIO
Department/Division	Children Services
Full Time/Part Time	Full Time
Salary	\$24.50
Work Schedule	Monday – Friday, 8:00am to 4:00pm
Job Description	<p>Support all agency network components; Tier II user support; administer network applications, SharePoint, mobile devices, research and recommend new products; maintain hardware inventory.</p> <p>The PC/Network Technician II is committed to practicing cultural competence by working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that respects and preserves the dignity of all. The PC/Network Technician II commits to adhere to SCCS' mission, vision, and values at all times.</p>
Qualifications	<p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>
Education and/or	
Experience	<p>Minimum education required: Associate's degree; Bachelor's preferred in Computer Science, Electronics, or related field.</p> <p>Minimum years of experience: Two (2) years of PC and Network support experience.</p>
Computer Skills	<p>To perform this job successfully, an individual must have demonstrated knowledge in all Microsoft Office 365 Suite, (Word, Excel, PowerPoint and Access, Teams, OneDrive, Proficient in Windows 11 and SharePoint; demonstrated knowledge of audiovisual equipment as it pertains to the training environment.</p>

APPLY on our county website:

<https://summitcountyoh.munisselfservice.com/ess/employmentopportunities/default.aspx>