

River Valley Child Development Services

A leader in providing high quality early childhood care and education services
for children, families and communities

Job Description

Position:	Equipment Coordinator
Program:	Choices Child Care Resource & Referral
FLSA Class:	Non-Exempt
Position Accountable to:	Supervisor, Director – Choices CCR&R, Director
Position(s) Accountable for:	N/A
Purpose of Position:	Provide technical computer support
Educational Requirements:	High school or equivalent with advanced computer training and/or college related courses
Experiential Requirements:	Basic computer troubleshooting, software and anti-virus installation and updating; advanced computer training and experience in workstation management and cabling assignments, creation of floor plans for cabling, knowledge of category five cabling schemes and familiarity with software packages used in the field strongly preferred.
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Drivers License, Liability Insurance, and Acceptable Driving Record:	Required

Capabilities/Skills:
<p>Able to organize, work collaboratively in team environments, and maintain high level of confidentiality.</p> <p>Able to be reliable, responsible and dependable.</p> <p>Possess excellent verbal, written communication and computer skills.</p> <p>Ability to engage effectively with the public and community.</p> <p>Must have the ability to travel.</p> <p>Must successfully pass a pre-employment drug screening.</p> <p>Must have an acceptable Criminal Investigation Background (CIB) check, may require Child Protective Services (CPS) check.</p> <p>Must be eligible to meet requirements of the STARS career pathway.</p> <p>Ability to lift reams of paper, case files, outreach materials, grant/curriculum safety</p>

equipment.

May need to be able to move file cabinets, desks, bookcases, etc. and/or unload trucks, as needed or requested.

Essential Responsibilities:

Agency

Adhere to NAEYC Code of Ethics

Follow all agency policies and procedures.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Work effectively within a diverse environment.

Keep supervisor informed on all relevant matters.

Program

Serve as first point of contact for all computer related concerns; troubleshoot all problems and resolve as many as possible.

Troubleshoot general office equipment.

Serve as liaison to MIS and the Regional Technical Support Specialist; inform of recurring problems, automation and cabling needs, status of projects, user needs, etc.

Establish and update, at least quarterly, a website for the CCR&R that adheres to WVDHHR Policy 5.05 Web Design Standards.

Provide training.

Update CCR&R office floor plans and workstation inventories.

Prepare and maintain CCR&R semi-annual inventory report.

Install and maintain software purchased by the local office.

Install and update anti-virus software.

Receive hardware shipments and coordinate installation of computers and other equipment.

Replace patch cables and troubleshoot LAN connection problems with assistance from Help Desk and Regional Support Specialists.

Assist users with FACTS computer database application problems.

Prepare and maintain records of all employee network logon requests and delete forms.

Participate on committees relevant to program/projects as requested.

Any other duties assigned by Executive Director, Director – Choices CCR&R, Supervisor.

Signature: _____ Date: _____