

River Valley Child Development Services

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

Job Description

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| Position: | Equipment Coordinator |
| Program: | Link Child Care Resource & Referral |
| FLSA Class: | Non-Exempt |
| Position Accountable to: | Supervisor, Director – Link CCR&R, Executive 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 (ISDP) |
| Drivers License, Liability Insurance, and Acceptable Driving Record: | Required |
| Provisional Employment Period: | 3 months |
| Pre-Employment Requirement: | Must pass drug screening and have acceptable background check |

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| Capabilities/Skills: |
| <p>Able to organize and prioritize work effectively; work collaboratively and effectively in team environments; and maintain a high level of confidentiality; provide excellent customer service.</p> <p>Reliable, responsible, dependable, and flexible.</p> <p>Demonstrate excellent verbal and written communication skills; computer experience, specifically in MS Office; general knowledge of office machines.</p> <p>Demonstrate excellent customer service skills.</p> <p>Must have an acceptable Criminal Investigation Background (CIB) check, may require Child Protective Services (CPS) check.</p> |

Must pass a pre-employment drug test.

Must be eligible to meet requirements of the STARS career pathway.

Able to travel when needed; some travel to Link CCR&R office in Logan.

Have access to dependable transportation.

Attention to detail with ability to perform assignments efficiently and accurately.

Able to lift computer equipment.

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

Ability to engage effectively with the public and community.

Essential Responsibilities:

Agency

Adhere to the National Association for the Education of Young Children (NAEYC) Code of Ethics.

Promote unity and teamwork within Link Child Care Resource & Referral (Link CCR&R) program and River Valley Child Development Services (RVCDS).

Complete Individual Staff Development Plan (ISDP) requirements annually.

Follow and promote agency philosophy and mission.

Follow all Agency policies and procedures.

Work effectively within a diverse environment.

Keep supervisor informed on all relevant matters.

Submit bi-weekly timesheets in accordance with River Valley Child Development Services (RVCDS) policies and procedures.

Submit a leave request form when requesting time off in accordance with RVCDS policies and procedures.

Submit transportation reimbursement forms monthly when claiming mileage and/or parking/toll fees paid while performing job responsibilities in accordance with RVCDS policies and procedures.

Submit other forms as requested in accordance with RVCDS policies and procedures.

Program

Meet expectations of the West Virginia Department of Health and Human Resources (WVDHHR), Bureau of Children and Families (BCF), Division of Early Care and Education (ECE) Policy and Procedure Manual for Child Care Resource and Referral Services (Hereto referred to as the Policy and Procedure Manual) as it applies to this position.

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

Complete necessary paperwork for new employees to receive FACTS and network log in information.

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.

Serve as a liaison between FACTS Help Desk and staff; assist users with FACTS computer database application problems.

Establish and update, at least quarterly, a website for the CCR&R that adheres to WVDHHR Policy 5.05 Web Design Standards; add or delete any information as requested by the Program Director or the Division of ECE.

Upload Professional Development Training Team newsletter each quarter to the Link CCR&R website.

Plan and provide training to staff on equipment and computer related concerns.

Install and maintain software purchased by the local office.

Install and update anti-virus software.

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.

Research available equipment and software options and present recommendations to Supervisor, Program Director and Executive Director.

Communicate issues and/or needs and staff issues with Supervisor or Program Director.

Participate on committees relevant to program/projects as requested.

Other Job Responsibilities:

Provide technical assistance to clients/providers that are using the program's equipment as needed.

Update CCR&R office floor plans and workstation inventories.

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

Receive hardware shipments.

Request to purchase needed equipment in writing to the Program Director with an explanation for the need of the equipment along with details such as vendor and pricing comparisons.

Regular travel within an assigned region.

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

Staff Signature: _____

Date: _____