

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:	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

Capabilities/Skills:
<p>Able to organize and prioritize work effectively; work collaboratively and effectively in team environments; and maintain a high level of confidentiality</p> <p>Possess and demonstrate excellent customer service.</p> <p>Reliable, responsible, respectful and dependable.</p> <p>Possess and demonstrate excellent verbal and written communication and computer skills including knowledge of word processing and spreadsheet software.</p> <p>Must apply to and remain on the STARS registry.</p> <p>Able to travel to Logan office as needed.</p>

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

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.

Complete Individual Staff Development Plan (ISDP) requirements annually.

Follow all agency policies and procedures and promote agency philosophy and mission.

Work effectively within a diverse environment.

Keep supervisor informed on all relevant matters.

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

Program

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 issues including but not limited to printers, copiers and scanners.

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 Calendar each quarter to the Link CCR&R website.

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.

Prepare and maintain CCR&R semi-annual inventory report; submit as requested per Policy and Procedures Manual and Director.

Install and update anti-virus software as needed.

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

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

Update CCR&R office floor plans and workstation inventories

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.

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

Participate on committees relevant to program/projects as requested.

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

Staff Signature: _____

Date: _____