

Senior PC/LAN Specialist

SUMMARY:

Responsible for testing, installing, maintaining, upgrading, monitoring, and troubleshooting all PC/LAN hardware and software, WAN hardware and software, approved PC application software and peripherals, mainframe to WAN communications connectivity, including but not limited to teller, platform systems and printing systems. Trains and supports end users concerning basic functionality of networked PC's.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Provides technical support including; installation, configuration, upgrades, maintenance, cabling and connectivity, as well as repairing and replacing standard PC/LAN hardware, software, and peripherals in an effective and timely manner.
- Accurately performs requests for add-on's, moves, deletes, and changes to personal computers and network connections in a timely manner.
- Maintains PC software inventory, asset control, license agreements/management, user authorizations, and other associated functions.
- Ensures effective security regarding the LAN/WAN system including the setting up of new users, establishing configurations, activating virus detection software and related functions.
- Serves as the central point of control and monitoring for all PC/LAN related purchases, verifying accuracy and condition of deliveries and accuracy of invoices.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)