IT Asset Technician

*A complete application includes all application materials, proof of education and three supervisory references. Internal applicants must have a minimum of one reference from a **current supervisor** from within HCPSS. References must be updated annually. Applicants must submit all required materials by the closing date.*

To learn more about HCPSS, please visit our website at https://www.hcpss.org/.

Description:

Under the direction of the Assistant Manager of Asset Management, this position is responsible for the tracking and accounting of all IT and related assets. The IT Asset Tecnician is responsible for supporting all aspects of the IT Asset Management (ITAM) lifecycle, including inventory management, analysis and reporting.

Position Responsibilities:

- Processes requests for IT hardware and assists with the deployment to our user community, tracking hardware location changes, ensuring accurate accounting of assets.
- Processes incoming shipments of IT equipment and maintains organization of IT storage areas.
- Tracks and maintains inventory data, including serial numbers and assigned user information.
- Ensures the proper tracking of IT asset inventory levels by conducting audits and physical inventories.
- Keeps track of IT assets, the receipt of these assets, both physically and in Workday system, and ensures assets are accurately entered into the asset management system.
- Coordinates the return or pick-up of surplus/unused IT hardware, and the disposal of retired assets.
- Prepares assets for disposition.
- Maintain a working knowledge of current technology and trends as they relate to the HCPSS.
- Imaging new equipment (desktops and laptops) as well as break/fix.
- Coordinate pc/desktops repairs with various vendors.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

Howard County
Public School System

Office of Human Resources
10910 Clarksville Pike
Ellicott City, MD 21042
Nicole M. Carter, Executive Director

Minimum Qualifications:

Applicants must meet all of the following qualifications, listed below, to be considered for the vacancy. Use the application, letter of introduction, and resume to specifically address each qualification.

Education:

High school diploma or equivalent. Foreign education credentials must be evaluated by an MSDE approved organization and evaluation uploaded to the application. https://marylandpublicschools.org/about/Documents/DEE/Certification/ForeignEvaluationAgencies.pdf

Experience:
- Six (6) months of experience in IT asset management and inventory management.
- Knowledge of associated equipment used to test and repair computer equipment.
- Knowledge and ability of troubleshooting capabilities for all aspects of technical support.

Physical Requirements:

- Ability to lift up to 40 pounds independently.

Required Licenses and Certificates:

Valid driver's license and a good driving record.

Employee Safety:

The employee is responsible for using safety devices and protective equipment in order to minimize the frequency and severity of work-related accidents. The employee is also responsible for using safe practices and methods in the operation of equipment and supplies related to his/her particular job.

Preferred Qualifications:
- Associates degree or Bachelors in Information Technology or related field.
- Two (2) years of experience supporting, installing, troubleshooting, testing, diagnosing, repairing and replacing both computer equipment and peripheral equipment.
- Experience with supporting mobile devices (android, Windows, iOS).
- Possess an A+ Certification.
- Applicable vendor certifications (i.e. Apple, Microsoft, Cisco, etc.).
- Experience working in a K-12 or college/university setting.

Salary:

The salary for this 12-month position will be a Grade 9 on the Maintenance/Warehouse salary scale in the AFSCME Master Agreement (http://www.hcpss.org/employment/agreements.shtml). Actual salary placement will be in accordance with the salary procedures of the Howard County Public School System. **Under the Fair Labor Standards Act, this position is non-exempt.**

Application:

A complete online application and all application materials, including **three** reference surveys from supervisors, must be submitted by the closing date to be considered. Internal candidates must have a minimum of one reference from a current supervisor from within HCPSS, returned by the closing date of the posting.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors
- High School diploma/transcript or College diploma/transcript

For questions regarding this vacancy, please contact:

Natasha Mahasa
Recruitment Specialist
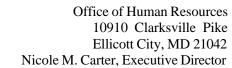Office of Human Resources
natasha_mahasa@hcpss.org

Additional Information:

There will be a pre-screening of all applicant credentials. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education that most closely match the position qualifications and the needs of the school system.

Pre-employment Physical:

The person selected for this position must meet all requirements of the physical examination administered by the medical service selected by the Howard County Public School System.

Only applicants who submit all of the requested information by the date of the vacancy will be considered for this position.

Dr. Michael J. Martirano, Superintendent

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.