# Kentucky Education Association
## Job Description
### Professional Staff Position

**POSITION TITLE:** Network and Technology Specialist  
**DEPARTMENT:** Technology  
**IMMEDIATE SUPERVISOR:** Assistant Executive Director, Programs  
**EMPLOYEE GROUP:** KEASO Bargaining Unit  
**LOCATION:** KEA Headquarters, Frankfort, KY  
**HOURS/STATUS:** Full Time / Permanent

**General description of the position:** The Network and Technology Specialist will manage KEA’s day-to-day technology systems, including analyzing network needs and implementing appropriate cost-effective solutions; recommending technology purchases necessary to support the network and related technology; testing, recommending for purchase, and deploying hardware and software; troubleshooting for authorized users; maintaining necessary inventories; keeping warranties and licenses current; and working closely with KEA’s outside network consultant to maintain a secure, efficient and up-to-date user environment for all KEA employees. This is a full-time professional staff position. Salary will be determined based on experience and in compliance with the terms of the KEA/KEASO bargained contract.

**Primary areas of responsibility:**
1. Provide for the general maintenance of KEA’s network and related services in conjunction with an outside consultant;
2. Serve as liaison with the National Education Association regarding support for necessary applications and track and implement approved technology developments that impact KEA;
3. Identify and troubleshoot technology problems for KEA employees and other authorized users in a timely manner;
4. Coordinate and consult with the outside network consultant as appropriate;
5. Research and recommend hardware and software to the Assistant Executive Director for possible purchase and deployment;
6. Physically install, configure, use, maintain and integrate hardware, software, applications and peripherals;
7. Maintain a current inventory of all hardware purchased and in use, including but not limited to desktops, laptops, tablets, telephones (mobile and installed), projectors, cameras, GPS devices and other items that may be deployed;
8. Maintain a current inventory of all warranties and software licenses in use or needed by the association and make sure KEA complies with all licensing standards;
9. Maintain the KEA office telephone systems and recommend upgrades and replacement as may be necessary;
10. Maintain the mobile phone inventory and recommend upgrades and replacement as may be necessary;
11. Collect necessary data, build elections and run KEA’s online election process at the annual Delegate Assembly and as requested at other times throughout the year;
12. Collect necessary data, deploy necessary hardware and work with the technology personnel at the venue to run KEA’s registration process at the annual Delegate Assembly and at other events as requested throughout the year;
13. Collect, report and analyze member information and other data as may be requested;
14. Develop and maintain knowledge of current technology trends;
15. Develop and maintain a high level of expertise on the various software deployed by the association, including but not limited to NEA 360, Microsoft Office, IMS, Spiceworks and Blackboard Collaborate;
16. Provide one-on-one and group training to adults as may be requested;
17. Work successfully with outside vendors;
18. Follow approved internal requisition and financial procedures;
19. Perform other duties as assigned.

**Qualifications:**
1. Bachelor’s degree in computer science or commensurate experience including certifications meeting industry standards required;
2. At least three (3) years’ experience in network management required;
3. At least three (3) years’ experience in hardware and software installation, support and troubleshooting required;
4. Ability to pass an appropriate skills test required;
5. Comp TIA+ certification preferred;
6. Ability to initiate, plan, and execute activities with minimum guidance;
7. Good organizational, verbal and writing skills;
8. Ability to maintain positive working relationships with others and ability to work as a productive member of a team;
9. Experience designing and providing training to adults;
10. Willingness to travel and to occasionally work weekends or extended hours as may be requested;
11. Ability to travel extensively by various conveyances, including driving a car. Must maintain a current drivers’ license;
12. Ability to stoop, bend, reach, lift and carry up to 50 pounds;
13. Ability to pass criminal background check.

**POSTING DEADLINE:** This job posting is for one open position and posted both externally and internally. If you are interested in applying for this position, submit a letter of application, your resume and three references by **11:59 PM on August 31, 2015**. Complete materials should be sent to: Mary Ruble, Assistant Executive Director, Kentucky Education Association, 401 Capital Avenue, Frankfort, KY 40601, mruble@kea.org.