

PC/LAN Specialist

SUMMARY:

Under the direction of the PC/LAN Manager, is 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. Assists in the training of end users concerning basic functionality of PC's and provides hands-on support.

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

- Provides technical support for the installation, set-up, configuring, upgrading, maintaining, cabling, and replacing of all standard PC/LAN systems.
- Maintains and updates the PC/LAN hardware and software inventory.
- Monitors and controls all PC/LAN related purchases, verifying accuracy and condition of deliveries and accuracy of invoices.
- Monitors PC/LAN security to insure procedures and standards are followed.
- Monitors and controls all LAN/WAN network and PC systems, and correcting performance bottlenecks.

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