



American Samoa Community College
Agriculture Community & Natural Resources Division
EMPLOYMENT OPPORTUNITY

Position Title: ACNR IT Supervisor
Employment Status: Full Time 12 months (Career Service)

General Description:

Under the supervision of the ACNR Director, the ACNR IT Administrator provides oversight, management, and technical support for all information technology infrastructure and functions that facilitate ACNR research, extension, and instructional programs. He/she must ensure consistent, reliable operations of all network, workstation, and multimedia hardware and software, and adherence to ASCC ACNR computer and network use policies.

Responsibilities and Duties:

Administrative

- Advise program managers on software and hardware procurements. Set up new hardware and software for users
- Serve as point of contact with phone service provider to resolve issues and manage upgrades, repairs, and installs
- Keep abreast of local, national, and international developments in IT relevant to the ACNR systems, and advise ACNR managers of new opportunities and threats as they arise
- Perform other tasks as assigned by supervisor

Technical

- Monitor the condition and currency of all workstation hardware and software, and maintain/repair as necessary. Ensure software, including operating systems and security, is kept patched, secure, and up-to date. Advise managers well ahead of time of need to update/upgrade/replace hardware or software becoming obsolete
- Monitor condition of all printers, and service, clean, repair, and replace as necessary
- Maintain supply of computer and printer parts needed for routine repairs
- Monitor workstations and network to ensure compliance with ASCC and ACNR computer/internet use policies and work with supervisors and ACNR Director

Planning

- Continuously seek and utilize professional development opportunities to enhance and update relevant skills
- Occasionally assist with IT related extension programming
- Provide technical advice to Instructional Coordinator and Student Computer Lab Monitors on hardware and software, and oversee management of the lab

Minimum Qualifications:

- Bachelor's degree in Computer Science, data networking, information technology management or directly related field
- In lieu of degree, three to five years experience in computer workstation and network hardware and software maintenance, troubleshooting, and repair. Medium-sized local and wide area network management and security.

Preferred Qualifications:

- CompTIA A+ or MS Certified IT Professional certification or equivalent or higher

Salary Range: GS 15/03-09: \$23,795.00 - \$30,035.00 per annum

Application Deadline: November 19, 2021 no later than 4:00pm

Applications are available from American Samoa Community College, Human Resources Office 699-9155 Ext. 456/466/460, <http://www.amsamoa.edu/employmentopportunities.html> or by emailing ascchumanresources@amsamoa.edu.

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