

PERFORMING ARTS CENTER AUTHORITY



BROWARD CENTER
FOR THE PERFORMING ARTS

To be a leader in promoting artistic offerings to our increasingly diverse community with an emphasis on fostering a cooperative spirit to positively impact the local economy and community.

GOAL

The Desktop Support Technician supports the Technology department in providing quality service, installation, and maintenance to desktop PCs, ensuring maximum uptime, reliability, and customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Will provide appropriate network access to new employees.
- Will recommend desktop and infrastructure upgrades as required
- Will provide technical support for desktop systems and peripherals
- Will assist Systems Administrator in daily network operations when requested.
- Will attend all necessary internal and external meetings in order to provide and receive accurate and timely.
- Will complete additional responsibilities as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Skilled in supporting common desktop PC hardware and software (1-2 years experience required)
- Skilled in tech support in a Microsoft network environment. (1-2 years experience required)
- Working knowledge of XP, Microsoft Office 2K/XP, TCP/IP.
- Able to communicate effectively, both verbal and written, in English.
- Able to learn new technologies and adapt to changing environments.
- Able to work effectively and positively with others.

PREFERRED EDUCATION

- High School or Higher or any equivalent combination of training and experience.
- 1-2 years experience in supporting common desktop PC hardware and software.
- 1-2 years experience in tech support in Microsoft network environment.

If you are an individual with outstanding leadership and management skills, who is eager to become part of a progressive, performance oriented team, **please submit a cover letter, resume, list of references (3 minimum), and salary history to: dstsearch@browardcenter.org**. (Resumes should be Word documents attached to e-mails only). Preference will be given to local applicants. **No Phone Calls Please!** PACA encourages minority participation and is an Equal Opportunity Employer. **Resumes received until the position is filled.** Failure to follow job ad submission instructions may result in elimination of further consideration.