



POSITION VACANCY ANNOUNCEMENT – INTERNAL APPLICANTS ONLY

August 26, 2008

Closing Date: September 9, 2008

(Position will close after ten working days from date of listing or until filled.

Application review will begin on September 10, 2008).

Title: SYSTEMS PROGRAMMER

Position Number: 2208-3022

Grade: 22

Network and Desktop Support

DUTIES:

This position will manage the Network and Desktop Support Unit; attend faculty meetings and provide executive briefs on technology projects; research computer hardware and software and provide recommendations to senior staff; lead and participate in technical support efforts for internal operations; perform computer and printer installations and repairs; install hardware and software using industry best practices; and perform other duties and special projects as assigned.

SPECIAL REQUIREMENTS:

Knowledge of ADE computing systems; thorough knowledge of Microsoft Windows operating systems, Microsoft Office business productivity software and PC technical support best practices; must have willingness to travel to ADE offices that are off site from the main building.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

Office of Personnel Management Minimum Qualifications:

The formal education equivalent of a bachelor's degree in computer science, mathematics, or a related field; plus four years of experience in systems programming or analysis. Other job-related education and/or experience may be substituted for all or part of these basic requirements upon approval of the Qualifications Review Committee.

PENDING HIRING FREEZE APPROVAL

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 204B, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-4211. **Visit our website at <http://www.arstatejobs.com> or ArkansasEd.org.** To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.