

COMPUTER TECHNICIAN DISTRICT

Purpose Statement

The job of COMPUTER TECHNICIAN DISTRICT was established for the purpose/s of performing on-site technical work to install and maintain computer equipment, network and software applications throughout the district. Respond to work order request by diagnosing and repairing network and computer hardware.

This job reports to DIRECTOR OF TECHNOLOGY

Essential Functions

- Assist with installation, maintenance, troubleshooting and repair of data communications circuits and equipment for the purpose of maintaining safe and effective district and site operation .
- Conducts fault isolation and repair of work stations throughout the district , to include file server disk subsystems, file server computer and LAN communication hardware for the purpose of maintaining safe and effective district and site operations.
- Diagnose/Repair Equipment including personal computers and/or terminals using hardware and software diagnostic tools for the purpose of determining appropriate actions to maintain computer and network operations.
- Diagnose/Repair LAN software programs for the purpose of maintaining safe and effective district and site operation .
- Install/Configure software as needed for the purpose of maintaining safe and effective district and site operation .
- Install/Maintain network cabling and network peripherals throughout the district for the purpose of maintaining safe and effective district and site operation .
- Installs and upgrades computers and peripherals throughout the district for the purpose of maintaining safe and effective district and site operation including classrooms, library and computer labs.
- Installs appropriate software/hardware components in the LAN system for the purpose of maintaining safe and effective district and site operation .
- Manages remote and central administrative LAN's adds/deletes users to LAN and emails, IP Technology adds/deletes users for the purpose of maintaining safe and effective district and site operation .
- Relocate computer hardware, peripherals and equipment as needed for the purpose of maintaining safe and effective district and site operation .

Other Functions

- Assists other personnel (e.g. troubleshooting software, hardware problems and user support) for the purpose of supporting them in the completion of their work activities.
- Attends seminars, workshops, district meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Coordinates assignments with technology staff (e.g. projects, periodic maintenance) for the purpose of ensuring successful completion and goal attainment.
- Orients selected personnel (e.g. technology staff - district and site) for the purpose of applying new technologies and procedures and ensuring their ability to use new and/or existing software.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares written assignment requested by Technology Director (e.g. reports, memos,, letters, network layouts, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.

- Procurement of equipment, supplies and materials (e.g. quotation, purchasing, monitoring for compatibility) for the purpose of providing cost information as needed/requested and purchasing/securing items in order to complete jobs efficiently.
- Responds to inquiries for the purpose of providing information and/or direction.
- Transports a variety of items (e.g. servers, network equipment, routers, hubs, printers, etc.) for the purpose of providing materials at the job site or transporting equipment for repair.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of electronics; photoelectric process; current generation operating systems and network protocols.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: displaying mechanical aptitude; adapting to changing work priorities; establishing effective working relationships; communicating with diverse groups; being attentive to detail; and working under time constraints.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. The job is performed in a generally hazard free environment.

Experience Job related experience within specialized field with increasing levels of responsibility is required.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

None specified

Certificates & Licenses

Minimum of 3 years computer repair or network support. High School Diploma or equivalent. One year of higher learner (24-30 credits).

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 9