

Oak Grove School District

JOB TITLE: Computer Technician

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To maintain, diagnose and repair the computer systems, peripherals, and data communication equipment at school sites and at district office, install and upgrade systems applications software and perform other related duties as requested. Employees in this class receive limited supervision from the Coordinator of Information Systems within a well-defined framework of policies and practices. This job class performs basic computer maintenance tasks and requires organizational, communication, and basic technical skills as well as a high degree of positive contact with staff.

TYPICAL DUTIES

- Install hardware, including microcomputers, peripherals and network equipment
- Install software including operating systems and application software
- Identify equipment malfunctions and perform repair
- Schedule and perform regular routine maintenance to all microcomputer, peripherals and data communications equipment
- Respond to reports of equipment malfunction and software problems; troubleshoot, test and adjust and repair hardware; refer repairs requiring factory service of warranty-covered repairs to appropriate vendor or service agency in accordance with established guidelines; deliver and pick up equipment as needed

MINIMUM QUALIFICATIONS

- Knowledge of methods and procedures used in the basic operation, adjustment, and maintenance of microcomputers such as Netware (Novell), DOS, Windows, TCP/IP
- Knowledge and experience of effective record keeping techniques, practices and procedures
- Knowledge of proper methods of storing equipment, materials and supplies
- Knowledge of preventative maintenance techniques
- Skill to test and troubleshoot malfunctioning hardware and software

Computer Technician (cont'd.)

- Skill to install and configure and network microcomputer equipment
- Skill to maintain accurate records, inventories and files related to assigned duties
- Skill to establish and maintain cooperative and effective working relationships with others in the performance of required duties
- Ability to maintain current knowledge of technological advances in the field
- Ability to operate, maintain and adjust microcomputers and related peripheral equipment
- Significant physical abilities include lifting/carrying/pushing/pulling, stooping/kneeling/crouching, reaching/handling/fingering, talking/hearing conversations, near/far visual acuity

REQUIRED EXPERIENCE

- Three (3) or more years microcomputer and related equipment experience in DOS, Windows and network environments or two (2) years of college level coursework in computer science or related experience in DOS, Windows and network environments
- Possession of a valid California driver's license