

SCHOOL BOARD OF FLAGLER COUNTY

JOB DESCRIPTION

COMPUTER TECHNICIAN

QUALIFICATIONS:

- (1) A+ Certification with demonstrable experience building, repairing and upgrading computers.
- (2) Experience with supporting and installing Microsoft and Apple products.
- (3) Such alternatives to the above requirements as deemed appropriate by the superintendent.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of microcomputer systems, computer networking, network operating systems, the Internet, programming, and Internet web page development. Organization and people skills are required. Ability to relate to people and to provide clear and concise direction.

REPORTS TO:

Executive Director of Instructional and Operational Innovation

JOB GOAL

To provide on-site Computer Installation and support services to all District Computer and Network Systems.

PERFORMANCE RESPONSIBILITIES:

- * (1) Provide support and installation for District supported software and hardware.
- * (2) Manage and document inventory control of District equipment.
- * (3) Train and support District Staff.
- * (4) Perform hardware and software upgrades for all District supported hardware and software.
- * (5) Manage Help Desk Web applications
- * (6) Assist with evaluating software for network compatibility.
- * (7) Keep current of trends, changes, and developments in Network Administration and Technology as it applies to Flagler County School Board.
- * (8) Performing other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Computer Technician (Continued)

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 7**Flagler Schools Strategic Framework – Instructional & Operational Innovation**