

**CUMBERLAND REGIONAL SCHOOL DISTRICT
BRIDGETON, NEW JERSEY**

JOB DESCRIPTION

COMPUTER TECHNICIAN

JOB GOAL

To aid in the efficient and reliable operation of all district computer systems.

QUALIFICATIONS

1. Associates Degree in computer science or equivalent work experience.
2. Experience with Windows Operating System and Chrome Operating System, and Apple iOS.
3. Such alternatives to the above qualifications that the Board may find appropriate and acceptable.
4. Required criminal history background check and proof of U.S. citizenship or legal alien status.

DUTIES/RESPONSIBILITIES

1. Troubleshoots computers in the high school and Board Office, and acts as a liaison to Senior Technologist or Technology Systems Manager.
2. Maintains, installs, upgrades, and repairs non-server based hardware.
3. Diagnoses, addresses, and remedies non-server based software problems.
4. Provides recommendations to Senior Technologist or Technology Systems Manager regarding future technology needs.
5. Provides hardware and software inventory record updates to the Senior Technologist or Technology Systems Manager.
6. Provides records detailing current versions of non-server operations software.
7. Performs preventative maintenance on non-server based computer equipment and peripherals.
8. Attends systems technology workshops and training sessions to keep skills current.
9. Assists in the installation of new computers and the reconfiguration of existing computers, software, and network components.
10. Assists in developing specifications for new equipment and grant requirements.
11. Maintains a supply of appropriate component parts for in-house repairs.
12. Adheres to the policies, regulations and procedures of the Board of Education.
13. Assists in any other areas of district computer operations as assigned by the Senior Technologist or Technology Systems Manager.

ESSENTIAL SKILLS/ABILITIES

1. Ability to install, configure, and maintain internal and external components of computers and peripherals and ability to configure systems.
2. Experienced with a networked computer environment.
3. Capacity to multitask and perform under deadlines.
4. Familiarity with general technology methods, e.g., imaging, deployment, connectivity.
5. Highly organized and efficient workflow practice in a fast-paced environment.
6. Capacity and desire to learn new protocols, methods, and environments.
7. Ability to communicate, train, and work well with novice and experienced computer users.
8. Effective problem-solving, human relations, and communications skills.

- 9. Ability to prioritize and implement solutions to common and complex hardware problems.
- 10. Ability to work extra hours as projects require.
- 11. Have superior dexterity for keyboarding and operating a mouse.
- 12. Must have excellent critical thinking and analytical skills.
- 13. Must have strong organizational and time management skills.
- 14. Must have good social networking skills.
- 15. Must be detail oriented and mechanically inclined.
- 16. High integrity and ethical standards.
- 17. Regular attendance.
- 18. Prolonged periods of sitting.
- 19. Must be able to lift, bend, stoop, climb and reach up to 50 pounds at a time.

REPORTS TO

Senior Technologist or Technology Systems Manager.

TERMS OF EMPLOYMENT

Work year and salary to be determined by the Board of Education. Full benefits.

EVALUATION

Performance of this job will be evaluated annually by the Senior Technologist or Technology Systems Manager.

*This job description is subject to change at any time.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **May 13, 1999**
AMENDED: **May 12, 2005**
AMENDED: **October 26, 2017**
AMENDED: **May 28, 2020**