

## COMPUTER TECHNICIAN

### DEFINITION

Under direction, perform skilled and responsible work in the installation, maintenance, repair, and support of computers and related peripherals and networks; perform responsible and specialized support functions for standard district computer and network operations and the student information management system; and do other related work as required.

### ESSENTIAL FUNCTIONS

Perform a variety of technical functions pertaining to the maintenance and repair of district computers and other related equipment, including installation of software and hardware components in machines at various district sites; confer with administrators and office staff in making recommendations of hardware and software purchases to resolve problems associated with various data processing needs; prepare documentation on district policies and procedures in relation to standardizing the exchange of computer generated information between sites; establish and maintain a data base of software and other related equipment; assist in the installation of new computer systems including networks both at school sites and in the various departments throughout the district; assist as needed with the coordination of technology services personnel in support of assigned projects and tasks; assist with setting task priorities of assigned projects; provide technology based escalation support to designated technology services personnel; maintain and troubleshoot networks; manage and maintain District e-mail system; coordinate the ordering of parts and materials directly from hardware companies using a computerized ordering system.

### KNOWLEDGE AND ABILITY

#### Knowledge of:

Methods, procedures, materials, and techniques used in the installation and maintenance of computer and computer systems including both hardware and software;  
Policies, regulations, and guidelines as they relate to the purchase and use of software specifically copyright laws and the use of licensed equipment and materials;  
Standard office practices, procedures, techniques, and standard business office equipment, including word processing equipment and other office machines;  
Correct English and second language usage, grammar, spelling, and punctuation;  
Various software applications for the classroom as well as the office environment;  
Methods of testing and troubleshooting hardware/software problems at a preliminary level.

#### Ability to:

Skillfully install, maintain, and support a variety of computer hardware and software products;  
Perform skilled tasks utilizing some electronic equipment and diagnostic software in the support of computer systems;  
Develop spreadsheets and databases;  
Schedule work and organize activities in ways to optimize working time;  
Learn, interpret, and apply complex regulations, guidelines, and operational procedures;  
Communicate effectively in oral and written form;  
Establish and maintain an effective working relationship with people contacted in the course of work;  
Relate effectively with racially and ethnically diverse staff, students, and community.

#### Skills:

In some positions where typing is less than 25% of the job function, the typing requirement may be waived at the discretion of the District administration.

EDUCATION AND EXPERIENCE:

Education:

Completion of the twelfth grade and supplemented by coursework and additional training in the use of computers, software, peripherals, and the various systems currently in use in the district.

Experience:

Minimum of two years of experience in an office or similar environment where the applicant had regular experience using and supporting computer systems.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license; qualify for insurability with the district's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting, carrying, pushing and/or pulling of objects weighing up to 75 pounds with frequent lifting of objects that weigh up to 50 pounds; physical dexterity in limbs and digits necessary to operate hand tools and power tools used in the electronic trade.

Working Conditions:

Duties will require working both at the district office and at other sites throughout the district.

Pre-placement Physical: Class I

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