

School District of Bradford County

Job Description

Computer Technician I

FLDOE Job Code: 82033 – Technician, Administrative Technology

Qualifications:

1. High school diploma or equivalent
2. At least one (1) year experience preferred in the installation of computer equipment, trouble shooting hardware problems, use of diagnostic software and equipment, or a combination of previous education, training, experience which provides for an equivalent background necessary to perform the work.
3. A+ certification highly desirable.
4. Has the ability to work independently.
5. Has excellent interpersonal communication skills.

Knowledge, Skills and Abilities:

1. Ability to install and configure personal computers and ancillary equipment to workstations.
2. Ability to install and configure appropriate Operating System software.
3. Ability to install and configure other computer software relating to virus and malware protection, etc.
4. Knowledge and skills necessary to investigate personal computer hardware and software problems and determine the appropriate actions to be taken with the least amount of downtime and data loss.
5. Ability to interface hardware with the Local Area Network.

Reports to: Network Specialist

Job Goal: To provide technical support in the installation and maintenance of the district's technology assets.

Supervises: NA

Performance responsibilities:

1. Installation of end-user devices, workstations, printers and desktop software
2. Assists in the maintaining of district computer applications and infrastructure components
3. Provides support for installations and maintenance of other technological projects within the district and schools
4. Provides troubleshooting and solutions in response to work tickets
5. Works with appropriate vendor or team member to research and examine new technologies, resolve problems and/or arrange for repairs
6. Maintains accurate property records for equipment and capitalized software
7. Assists in providing troubleshooting and solutions for telecommunication problems
8. Performs other duties as assigned

Physical Requirements: Medium work - Exerting up to 50 pounds of force occasionally and/or up to 25 pounds of force frequently as needed to move objects.

Terms of Employment: 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.

Support Salary Schedule Lane 7