

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: Technology Specialist I

Classification:	Classified	Work Year:	251 Days
Department:	Technology	Board Approval:	5/7/2015
Reports To:	Director - MIS	Format Revision	4/30/2015
Salary Range:	23		

BASIC FUNCTION:

This is an entry-level technician classification responsible for skilled technical work in analysis, installation, and maintenance of computer software, hardware, and basic networking components. Employees in this classification work with school site and District Office personnel under supervision of the Director-MIS and within the framework of District policies and procedures.

DISTINGUISHING CHARACTERISTICS:

Positions in this class perform basic and technical tasks.

REPRESENTATIVE DUTIES:

The tasks listed in this section are representative of duties assigned to positions in this class and are not intended to be an exhaustive list of all assigned tasks.

- Performs analysis and implementation of applications involving computer hardware, software, servers, and basic network components.
- Performs troubleshooting, analysis, and resolution of computer and basic networking problems.
- Responds to user problem requests at sites throughout the District.
- Provides technical advice, assistance, and instruction for installation of data processing and application systems.
- Performs system implementation.
- Installs hardware, software, computer peripherals and other computer components.
- Integrates applications across networks between desktop and servers in local and remote locations.
- Performs system documentation.
- Performs repairs on computer systems and peripherals.
- Performs other duties related to computer and network technical support, maintenance, and repair as required.
- Serves on assigned committees and teams. Participates in District mandated training and retraining programs.
- Performs other duties similar to the above in scope and function as required or assigned.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent and two years of experience in increasingly responsible full-time experience with computer configuration, installation, troubleshooting, and repair of hardware, software, and peripheral devices.

LICENSES AND OTHER REQUIREMENTS:

- Possession of valid and appropriate California Driver's License.
- Computer certifications are highly desirable.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Proper procedures, tools, materials, and equipment used in the repair and maintenance of computer hardware and software.
- Safety precautions to be followed in the maintenance and installation of electrical equipment.
- Computer, server, and network-based software applications.
- Computer hardware components.
- Computer operating systems.
- Network operating systems.
- Software licensing agreements.
- Computer hardware and software maintenance options and procedures.
- Basic networking TCP/IP configuration.

ABILITY TO:

- Install and configure desktop and server software.
- Analyze complex administrative and data systems, identify problems, and develop logical conclusions and effective solutions.
- Communicate effectively both orally and in writing.
- Install and repair a variety of computers and peripheral equipment.
- Read, interpret, and apply complex technical publications, manuals, and other documents.
- Establish and maintain effective working relationships with users and other staff.
- Interact with customers using patience, courtesy, and professionalism.

WORKING CONDITIONS:

ENVIRONMENT:

- District Office and school sites.

PHYSICAL ABILITIES:

- Requires moderate physical effort and exertion associated with the ability to lift, carry, push, pull, and climb.
- Requires lifting 50 pounds maximum or carrying any object weighing up to 25 pounds.