

Dry Creek Joint Elementary School District  
Job Description

**POSITION TITLE: TECHNOLOGY SPECIALIST II**

|                 |                                      |                 |            |
|-----------------|--------------------------------------|-----------------|------------|
| Classification: | Classified                           | Work Year:      | 251 Days   |
| Department:     | Technology                           | Board Approval: | 07-17-2014 |
| Reports To:     | Director of MIS                      |                 |            |
| Salary Range:   | Classified Salary Schedule, Range 33 |                 |            |

**BASIC FUNCTION:**

This is a journey-level technician classification responsible for skilled technical work in analysis, installation, and maintenance of computer software, hardware, and 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 complex and technical tasks requiring specialized skills.

**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, development, and implementation of applications involving computer hardware, software, servers, and network components.
- Performs troubleshooting, analysis, and resolution of computer and networking problems.
- Responds to user problem requests at sites throughout the District.
- Assists in development of computer standards and procedures.
- Provides technical advice, assistance, and instruction for installation of data processing and application systems.
- Performs system design, program development and implementation.
- Evaluates new and existing software, hardware, and networking applications.
- Installs hardware, software, computer peripherals and other computer components.
- Analyzes and installs local and wide-area networking components and software.
- Integrates applications across networks between desktop and servers in local and remote locations.
- Performs computer programming and 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.
- Other duties as assigned.

**EDUCATION AND EXPERIENCE:**

- Minimum of a two-year degree with major coursework in Computer Science, Information Systems, or related technological field.
- At least one year of increasingly responsible full-time, paid experience with computer hardware/software and data networks or three years of increasingly responsible full-time, paid experience with computer hardware/software and data networks that demonstrates possession of knowledge and abilities stated above.
- The ability to perform the duties of the position.
- At least one year of experience must be in the area of networks and server systems.

#### LICENSES AND OTHER REQUIREMENTS:

- Computer certifications are highly desirable.
- Valid California Driver License and evidence of insurability.
- TB Test Clearance.
- California Department of Justice Fingerprint Clearance.
- All other requirements by law or regulation.

#### 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 observed 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.
- Principles of analysis and design of computer systems and procedures.
- Local and wide-area 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 with patience, courtesy, and professionalism.

#### WORKING CONDITIONS:

##### ENVIRONMENT:

- District office and school sites.
- Drives vehicle to multiple locations.

##### 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.