

VICTOR ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION
(Classified Bargaining Unit)

POSITION:

TECHNOLOGY SUPPORT TECHNICIAN

**POSITION
DESCRIPTION:**

Directly responsible to the Computer Network Manager. Under the direction of the Computer Network Manager, performs a variety of installation, maintenance, and repair of computer hardware, software, and networks as related to the district's technology systems in order to promote opportunities to learn in a safe educational environment. Performs other related work as directed.

**ESSENTIAL JOB
FUNCTIONS:**

1. Provides technical support and training related to computer hardware and software
2. Maintains, troubleshoots, repairs and performs basic network administration on network systems, computers, file servers and communication systems
3. Sets up, configures, and maintains directory structures
4. Maintains data integrity, confidentiality and retrieval
5. Installs computer hardware and software
6. Assists in the diagnosis and repair of all computer related equipment
7. Makes recommendations for technology upgrades and replacements
8. Picks up and delivers computer and computer related equipment to and from district facilities
9. Reads and works with blue prints, schematic drawings and applicable manuals
10. Spot checks work of contractors and work crews to update supervisors on status of projects as requested
11. Communicates and coordinates with outside contractors and vendors related to technology
12. Uses a variety of tools and equipment including meters, recorders, testing equipment and various hand and power tools
13. Communicates with District personnel and outside agencies to exchange information and resolve issues or concerns
14. Operates a district vehicle
15. Estimates time, materials, and costs to complete assigned jobs
16. Accomplishes tasks in a safe, timely, and legal manner
17. Receives and processes computer support tickets

18. Maintains routine records related to assigned activities
19. Follows procedures for maintaining inventory and accounting for its use
20. Maintains cleanliness and removes debris after performing work
21. Reports safety, sanitation, and fire hazards to the Computer Network Manager
22. Communicates and works cooperatively with sites and co-workers
23. Attends trainings and meetings as directed
24. Performs other related duties as directed

**MINIMUM
QUALIFICATIONS:**

Requirements:

- Possession of a valid California Drivers License with no Vehicle Code moving violation within the last 12 months of obtaining the position
- Completed course work specializing in computer operation

Knowledge of:

- Apple, Google and Microsoft operating systems
- Local area network theory, operations and administration
- Computer electronic and electrical theory
- Methods, materials, tools, and equipment used in the technology field
- Appropriate health and safety procedures including, but not limited to proper lifting techniques

Ability to:

- Safely use a wide variety of tools and equipment skillfully to complete assignments
- Meet schedules and timelines
- Work independently with minimal direction and/or supervision
- Adhere to health and safety procedures, regulations and codes
- Maintain routine records
- Perform a variety of computer/communication maintenance and repair work
- Work cooperatively with others
- Understand and carry out oral and written directions
- Communicate effectively both orally and in writing
- Lift, carry, push and pull objects up to 50 lbs as assigned by position

EXPERIENCE:

Required:

- A minimum of two (2) years of experience with installed computer hardware and software

Desired:

- Prior employment as a computer technician in a school district

EDUCATION:

Required:

- High School Diploma or equivalent

**WORKING
CONDITIONS:**

Environment:

- Indoor and outdoor environment
- Driving a vehicle to conduct work

Physical Demands:

- Lifting, carrying, pushing and pulling heavy objects as assigned
- Ability to operate a variety of specialized equipment and tools
- Visually inspecting systems and reading/comprehending a variety of materials
- Hearing and speaking to exchange information
- Standing for extended periods of time
- Bending at the waist, kneeling or crouching
- Climbing ladders
- Perform heavy manual labor

Hazards:

- Working around and with machinery having moving part
- Electrical power supply
- Working in a cramped or restrictive work area