TECHNICIAN LEVEL ONE

Qualifications:

- Associates' Degree from an accredited college or university with coursework in computer/technology operations desirable
- At least one years experience in computer technology, networking operations, systems administration and operating procedures preferred
- Familiarity and experience with computer software applications
- Demonstrate knowledge of new and emerging technologies
- Demonstrate the ability to communicate effective in English, both orally and in writing, using proper grammar and vocabulary
- Possess excellent organizational and interpersonal skills with attention to detail
- Provide evidence that a criminal history record check has been conducted and clearance has been given by the NJ Department of Education (NJDOE) in accordance with the law

Primary Function:

Provide for the support and maintenance of the administrative and instructional computer systems.

Direct Report:

Network Administrator Level Two

Specific Duties and Responsibilities:

- Provide computer hardware and software technical assistance to District and Contracted Services personnel
- Distribution of computer software and hardware to District and Contracted Service locations
- Solve and troubleshoot the problems related to desktop computers and laptops
- Troubleshoot and repair computer systems, hardware and computer peripherals
- Document, maintain, upgrade or replace hardware and software systems
- Provide inventory of computer systems, hardware and computer peripherals
- Moving technology between rooms, buildings and in or out of storage
- Other duties as required by the Network Administrator Level Two or designee

Terms of Employment:

Twelve month, non-bargaining unit position, with flexible schedule that may include some weekends and/or evenings.

Evaluation:

In accordance with New Jersey laws and regulations and Tenafly Board of Education policy.

Board Approved:

August 25, 2015/Resolution P-7

Revised:

March 21, 2022/Resolution P-6