



Computer Technician

Job Title:	Computer Technician	Status:	Non-exempt
Reports To:	Director(s) of Technology	Terms:	226 days
Department:	Technology	Pay Grade:	Paraprofessional 6

Primary Purpose:

Perform on-site technical work to install and maintain computer equipment and network and software applications throughout the district or at assigned campus. Respond to work order requests by diagnosing and repairing network and computer hardware.

Qualifications:

Education/Certification:

Bachelor's degree in computer science or management information systems, or equivalent experience in network administration

Novell Certified Network Engineer (CNE)

Microsoft Certified Systems Engineer (MCSE)

Cisco Certified Network Professional (CCNP)

Special Knowledge/Skills:

Knowledge of LAN and WAN network design and installation

Knowledge of network hardware and software applications including network servers, printers, and other equipment

Ability to work with multiple operating systems and network protocols

Ability to analyze and resolve computer network problems

Strong organizational, communication, and interpersonal skills

Experience:

Two years of experience performing network maintenance preferred

Major Responsibilities and Duties:

Network Support

1. Install and test network hardware, software, and upgrades, and identify and resolve issues. Implement and maintain all system configurations and perform system maintenance.
2. Monitor and analyze system utilization; recommend improvements as needed.
3. Assist with the installation, maintenance, troubleshooting, and repair of network equipment.
4. Diagnose and repair network connectivity and hardware issues.



Computer Technician

5. Maintain network design and configuration documentation. Work with end users to identify needs and correct problems.

Network Security

6. Implement, and maintain district-wide network security for all systems by maintaining network, Internet, and e-mail accounts.
7. Run backup procedures on all networks and workstations on a regular basis and restore district data as needed.
8. Contribute to the development and implementation of a disaster recovery plan as it relates the district's network.

Other

9. Work with software and hardware vendors to maintain appropriate product support.
10. Compile, maintain, and file all reports, records, and other documents required.
11. Comply with policies established by federal and state laws and regulations and local board policy.
12. Respond to after-hours emergencies as needed.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Hand tools and test instruments for electronic repairs and cable installations; standard office equipment including personal computers and peripherals

Posture: Prolonged sitting; regular kneeling/squatting, bending/stooping, pushing/pulling, twisting

Motion: Repetitive hand motion; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching; may climb ladders

Lifting: Regular moderate lifting and carrying (up to 44 pounds); occasional heavy lifting and carrying (45 pounds and over)

Environment: Occasional prolonged and irregular hours; frequent on-call and after-hours work; occasional districtwide travel; may be required to be on-call 24 hours a day; may be exposed to electrical hazards.

Mental Demands: Work with frequent interruptions; emotional control under stress



Computer Technician

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____

Revised: 7/3/2023