

Southern Kern Unified School District Position Description

Position Title: **Computer Technician**
Department: Information Technology Services
Reports To: Supervisor, Information Technology
Prepared By: SKUSD & CSEA Date: September 22, 2005

SUMMARY: Under general supervision from the school Principal and direct supervision of the Supervisor of Information Technology: Installs, maintains and repairs desktop computer hardware, software and peripheral equipment; performs routine computer maintenance and basic Internet and networking operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Performs routine maintenance on district computers
- Diagnoses basic computer problems
- Repairs and /or replaces computer components
- Installs, tests and /or repairs computer peripheral devices
- Installs/uninstalls and tests software
- Solves basic computer and operating system problems including operating
- Assesses and reports details of network problems
- Maintains repair records, orders and tracks parts
- Assists in maintaining records regarding systems and warranty details
- Orders and stocks supplies and parts needed for the repair of computer and peripheral equipment

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- High School Diploma or GED
- Prior work experience with computer maintenance, software, web page construction and networks
- Knowledge of and experience with command line operation and Macintosh computers in desired
- Must hold a current A+ certification or equivalent or must within the first five months in the position pass the A+ certification test

LANGUAGE SKILLS:

- Ability to read and comprehend detailed instructions, short correspondence and memos
- Ability to read, analyze and interpret professional journals, technical procedures or governmental regulations
- Ability to write reports, simple correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from teachers, managers and administrators

MATHEMATICAL SKILLS:

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume
- Ability to apply concepts of basic algebra and geometry

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

OTHER SKILLS AND ABILITIES:

- Knowledge of desktop computer components and equipment: disk drives, sound cards, tape drives, monitors, CD-ROM devices and network interface cards
- Ability to install computer hardware, peripherals, software in multiple software environments (Windows, Mac OS, Unix/Linux)
- Must be able to use appropriate tools and electronic equipment
- Ability to operate personal computers
- Ability to use computer applications including word processing and spreadsheets in Windows environment
- Knowledge of the Internet and basic network operations
- Ability to edit web page and familiarity with Internet browsers
- Ability to apply knowledge of current research and theory in specific field
- Ability to establish and maintain effective working relationship with students, staff and the school community
- Ability to speak clearly and concisely both in oral and written communication
- Ability to perform duties with awareness of all district requirements and Board of Education policies
- Hold a valid California driver's license

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Frequently required to stand, walk, talk and hear
- Occasionally required to sit
- Frequently required to use hands to handle or feel objects, tools, or controls
- Frequently required to reach with hands and arms
- Ability to bend, twist, squat, stoop or kneel, push and pull, crawl, reach above the head and in all directions
- Occasionally the employee must use hand/grip strength to grasp tools
- Specific vision abilities required by this job include close vision and the ability to adjust focus
- Ability to withstand long-term use of Video Display Terminals is required
- Ability to lift and carry up to 50 pounds
- The employee is regularly required to meet deadlines with severe time constraints and interact with staff and students

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate but occasionally will work in a loud area.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.