

# Farmersville Unified School District

## JOB TITLE: COMPUTER TECHNICIAN

### JOB DESCRIPTION

#### Definition:

Under the general direction of the Network Manager, performs a variety of technical duties related to the installation, operation, repair and support of district instructional and management technologies.

#### Examples of Essential Duties:

##### *MAINTENANCE*

- ▶ Diagnose, troubleshoot and resolve stand-alone, networked computer hardware and software problems
- ▶ Provide on-site support as necessary to maintain efficient operations throughout the District
- ▶ Develop and maintain a regular equipment cleaning and maintenance schedule of technology inventory
- ▶ Assist in the maintenance, diagnosis and repair of network related equipment

##### *STAND ALONE COMPUTER / NETWORK SYSTEMS*

- ▶ Install, configure and maintain stand alone computers and application software
- ▶ Install, configure and maintain workstations, hard drives, printers, application and system hardware, CD-ROMs, backup drives and all other related peripherals or equipment

##### *TRAINING*

- ▶ Assist in the development and implementation of a comprehensive training program in the use of technology
- ▶ Coordinate the distribution of software and software licensing and provide basic instruction regarding its use, maintenance and licensing agreements
- ▶ Provide basic instruction to staff and students to ensure proper use of hardware and software, including troubleshooting of minor system setup and repair problems

##### *OTHER*

- ▶ Assist in the development and revision of the District and site technology plans
- ▶ Assist in the development of the District's application to the Schools and Libraries Discount Program and other grant programs
- ▶ Assist in the development and review of bid specifications and other equipment and software related purchases
- ▶ Maintain records including operational documentation, system support logs, equipment inventory, training materials, catalogs and other pertinent documents related to computer and network operations.
- ▶ All other duties related to the essential functions of this position

#### Qualifications:

##### *Knowledge of:*

- ▶ Computer technology, software systems and application programs
- ▶ Methods, procedures, materials and techniques used in the installation and maintenance of computer systems.
- ▶ Training end users to effectively use existing and new technologies
- ▶ Basic knowledge of network communications and networking hardware is highly desirable
- ▶ School district applications such as Aeries student systems, WinSnap cafeteria system and Athena library programs is highly desirable

*Ability to:*

- ▶ Operate standard office equipment, operate various computer applications software, test and troubleshoot hardware/software problems.
- ▶ Use English in both written and verbal form
- ▶ Maintain effective and professional relationships with supervisors, administrators, staff, students, vendors and outside agencies.
- ▶ Work independently with minimal supervision
- ▶ Stand and walk for prolonged periods of time
- ▶ Lift and carry objects weighing up to 50 pounds
- ▶ Sit, stand, walk, bend, stoop, kneel, perform grasping and handling motions and torso rotations on a continuous basis; adequate sight or corrected vision for the purpose of reading instructions and printed or written material; hear and speak to communicate to coworkers, students and the public; dexterity of the hands and fingers to operate computer equipment

*Education:*

- ▶ High School diploma or equivalent. Preference may be given to those with college courses in computer science or related technology field. Computer industry certification is highly desirable.

*Experience:*

- ▶ At least one year of related computer/network support experience in a school district, business setting or the military. Education in the computer technology field may be substituted for work experience.

*Licenses, Certifications and/or Testing:*

- ▶ Valid California drivers license
- ▶ Criminal justice fingerprint clearance