

SCHOOL DISTRICT OF DIXIE COUNTY

JOB DESCRIPTION

DISTRICT COMPUTER TECHNICIAN

QUALIFICATIONS:

- (1) Associate of Art's Degree with emphasis in computer science or high school with specialized training in micro-computer technology.
- (2) Five (5) years experience in a medium to large computer shop.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of programming language typically used in network and micro-computer settings. Knowledge of the requirements of network design. Ability to read and understand technical manuals. Ability to communicate effectively to a wide audience in both oral and written form.

REPORTS TO:

Executive Director for Support Services

JOB GOAL

To coordinate the installation of the District's adopted computer network system and to provide technical assistance to users.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist in designing the network configuration(s).
- * (2) Oversee / coordinate network wiring.
- * (3) Assist in developing and documenting network protocols.
- * (4) Participate in developing and maintaining Internet connectivity.
- * (5) Provide training for site-based contact persons in the use and application options within the network.
- * (6) Provide technical assistance and trouble-shooting services to users.
- * (7) Install operating systems selected for use by the District.
- (8) Maintain records / documentation of problems and their resolutions in area of assignment.
- (9) Maintain current knowledge of new products and trends in networking and micro-computing.
- (10) Keep supervisor informed of activities in area of assignment.
- (11) Assist in monitoring the maintenance of established security procedures.
- (12) Perform other incidental tasks, as determined by the immediate supervisor, to be consistent with the goals and objectives of this position.

DISTRICT COMPUTER TECHNICIAN (Continued)

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 9