I. Position Title

Computer Technician

II. Position Description

Under the general supervision of the Director of Information Systems/Technology, plans, organizes and implements the installation, repair and maintenance of hardware and software desk top computer systems; coordinates with outside vendors hired to perform desk top computer projects; maintains and services desk top computer systems and associated peripherals such as printers and scanners; installation of software including operating systems and general purpose applications; configures desk top computer system hardware and software, including network hardware and software, and performs other duties as assigned.

III. Example of Duties/Responsibilities

A. Sets up and installs desk top computer systems hardware - E
B. Sets up and installs desk top computer systems software - E
C. Performs skilled duties in desk top computer repair and system configuration - E
D. Responds to user requests for assistance - E
E. Services and maintains desk top computer systems and associated peripherals such as printers and scanners - E
F. Installs and upgrades software including operating system and general purpose application - E
G. Provides technical guidance and assistance with software and hardware to users
H. Performs other related duties as assigned and required

(E) Essential

IV. Minimum Qualifications

Knowledge of:
- Desktop computer systems hardware, software, and networking
- Trouble shoots computer problems
- Installing computer hardware and software
- Computer operating systems
- Computer peripherals like scanners and printers

Ability to:
- Utilize diagnostic hardware and software to troubleshoot computer and network problems
- Read and interpret technical documentation
Ability to: (Continued)
- Locate technical support resources
- Schedule and meet deadlines
- Work cooperatively with system users

Education and Experience
- Equivalent to a high school diploma.
- Advanced training and/or experience with computer hardware
- Advanced training and/or experience with computer software
- One year of experience in the installation, maintenance and repair of desktop computers, related peripherals and networks

License
- A valid California Motor Vehicle Operator’s License

Working Conditions
Environment
- Office Environment/ school campus environment
- Periodic work in equipment room/ cramped spaces
- Indoor and outdoor environment
- Subject to driving a vehicle to conduct work

Physical Abilities
- Heavy lifting, carrying, pushing and / or pulling
- Climbing, working on scaffolding and ladders
- Dexterity of hands and fingers to operated specialized hand and power tools and computer components
- Reaching overhead, above the shoulders and horizontally.
- Bending, twisting at the waist
- Squatting, kneeling, crawling, lie on back.
- Grip and grasp power tools
- Hearing and speaking to exchange information.
- Working at heights
- Seeing to observe and perform repairs, read manuals and inspect computer components

Hazards
- Exposure to electrical power supply and high voltage.
- Working on ladders or scaffolding at heights.
- Working in a cramped or restrictive work area.
- Working around and with machinery having high speed moving parts.
- Ability to respond to emergency calls at night or on weekends.

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