

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

SYSTEMS TECHNICIAN - COMPUTERS

DEFINITION: Under the direction of the Technology Services Coordinator, perform skilled work in the delivery, installation, maintenance and repair of District computer hardware and software. Coordinate with the Technology Services Coordinator to resolve network problems.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Delivers, installs, diagnoses, problem solves, troubleshoots, repairs, and maintains computer hardware and software, such as personal computers and their peripherals, including printers, disk drives, terminals, modems and multiplexers.
- Prioritizes work orders to schedule work.
- Performs summer and off-schedule maintenance and upkeep of technology equipment.
- Prepares reports and makes recommendations in such areas as cost savings and new technologies.
- Provides technical support, assistance and information to users; trains users in correct, efficient system operations; assists with development and updates to training manuals. Assists in coordinating the training needs of site and District staff on technology systems.
- Assists in the installation, configuration and customization of prepackaged personal computer software applications.
- Performs software installations, revisions and updates.
- Performs related duties as assigned.

REPORTS TO:

Technology Services Coordinator

ESSENTIAL QUALIFICATIONS:

Ability to install and maintain computer hardware; configure various software packages.

Knowledge of

- Vendor sources for manuals, tools, parts and other repair related materials
- Industry standards for neat, orderly and well documented technical work
- Routine record keeping including repair records on all equipment
- Safe and correct use of equipment, materials, tools and test equipment used in the installation of computer software
- Interpersonal skills using tact, patience and courtesy
- Computer equipment: (PC and Macintosh hardware and operating systems, disk drives controller boards, power supplies, keyboards and monitors)
- Virus identification and removal
- Peripheral cables for items such as controllers, disk drives, printers, CD ROMS and modems

- Proper methods of maintaining security and storing equipment, materials and supplies

Ability to

- Isolate computer problems through logical analysis and quickly and effectively solve them
- Set up and configure new equipment
- Plan and prioritize work efficiently and effectively
- Use standard diagnostic tools including software
- Read, understand, interpret and apply information using, computer system manuals
- Read and understand specifications, schematics and plans
- Be flexible and work under pressure of deadlines
- Work independently and complete tasks without constant supervision or assistance

MINIMUM QUALIFICATIONS:

Education

Graduation from high school or equivalent evidence of proficiency at the high school level. Any combination equivalent to two years electronics technology course work with an emphasis in computer technology.

Experience

Any combination of education and/or work experience in the computer field.

Special Requirements

Must maintain a valid California Driver's License and be insurable by the District's carrier and must have the use of a personal vehicle. Vendor certification (Apple, Compaq, Microsoft) desirable.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks, which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

Physical Requirements

Ability to safely lift and carry, push and/or pull weights up to 75 pounds, with frequent lifting of weights up to 50 pounds. Ability to bend at the waist and at the knees, stoop, squat, kneel, twist, turn, and safely climb up and down ladders.

NOTE: Incumbent will be exposed to working in narrow spaces and may be exposed to dust and heat.

Reasonable accommodations will be considered to enable qualified individuals with disabilities to perform the essential duties of this classification.

Personnel Commission Approved: 9/28/98

Board of Trustees Adopted: 10/5/98 by J. Davis and S. Smith

kh10/98, reformatted 3/99