



JOB DESCRIPTION

P/T COMPUTER TECHNICIAN

THE POSITION

The Part-time Computer Technician reports either to the District's Director of Administration or the Computer Support Specialist and is a member of the Administration Department. In a supportive role, the position provides basic technical support for users, computers, networks, phones and software applications. Additional tasks may include setting up computers, projectors and screens for Power Point presentations. The average work schedule is estimated to be between 10-20 hours per week. Certain tasks may also occasionally require evening and weekend scheduling.

EXAMPLE OF DUTIES

The essential functions of the position include, but are not limited to:

- Basic computer configuration and installations.
- Installation of Office and other programs we use.
- Printer installations.
- Basic installations/troubleshooting of phones.
- Basic network/internet hardware and software troubleshooting/installations.
- Provide end user support; troubleshoot and resolve computer issues.
- Ability to drive a district vehicle, transport, lift and carry computers/printers to job sites.
- Willingness to get down on the floor and get dirty when installing and maintaining computers/printers/networks/phones at various locations out in the field.
- Ability to make 10baseT cables a plus.
- Basic understanding of WiFi\ssid\security a plus.
- Basic understanding of dhcp/tcpip/ipconfig/ping/dns a plus.
- Attend occasional meetings to assist with setup and operating equipment for presentations, which may include evening and weekend hours and attendance at non-District facilities.

The position may perform other related work as required.

EMPLOYMENT STANDARDS

Knowledge, Skills and Abilities:

One or more years of relevant education and/or work experience preferred.

Knowledge of principles and practices of computer science and operational aspects of computer systems, hardware and software. Knowledge and experience in supporting: Microsoft Windows, MS Office and Virus software.

Ability to work competently with current computer technology, troubleshoot hardware and software problems, assess needs and make repairs, follow oral and written instructions, demonstrate good communication and service-oriented skills. Ability to work independently in the absence of supervision, adapt to new situations and challenges, work on simultaneous projects and meet deadlines, and accept other responsibilities as assigned.

Licenses / Certifications: Must possess a valid California driver's license and demonstrate a good driving record.

PHYSICAL REQUIREMENTS

It is expected that you will be on your feet most the time, carrying and installing computers, routers, phones and printers to different job sites. Ability to climb a short ladder, bending, kneeling or squatting, reaching overhead is expected. Lifting will be limited to items that weigh 50 pounds or less.

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