SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

COMPUTER TECHNICIAN

QUALIFICATIONS:
- (1) High School Diploma or equivalent.
- (2) Minimum of three (3) years appropriate computer experience.
- (3) An Associate of Arts or Associate of Science degree or higher with course work in computer science may be used in lieu of the required experience.

KNOWLEDGE, SKILLS AND ABILITIES:
Technical knowledge of computers. Knowledge of a broad range of software programs. Ability to establish and maintain positive working relationships with others.

REPORTS TO:
Director, Management Information Systems / Technology

JOB GOAL
To increase the operational efficiency of the District's technology program, and to help maintain an efficient, effective computer education system to facilitate the use of technology to improve student learning and instruction.

SUPERVISES:
N/A

PERFORMANCE RESPONSIBILITIES:
- * (1) Respond to incoming calls from schools for repairs and services.
- * (2) Provide on-site technical support for routine problems.
- * (3) Perform simple routine repairs and installation of computer parts.
- * (4) Analyze current systems software, proposed modifications, and new software for impact on installation problems, standards, and procedures.
- * (5) Select new software or modifications that will enhance operating and development activities.
- * (6) Install new systems and software.
- * (7) Monitor and maintain Internet hardware and Internet database security.
- * (8) Maintain the local area networks.
- * (9) Provide consultation to school / departments which indicate a need, interest or desire to develop technology application.
- *(10) Assume responsibility for technology equipment purchasing and maintenance, and order needed parts for local installations in cooperation with the Director, Management Information Systems / Technology.
- *(11) Analyze problems to determine whether they are caused by systems software malfunctions or installation errors, and make corrections when possible.
- *(12) Maintain an inventory of computer equipment and catalog of software in the District.
- (13) Secure and maintain a list of vendors who can provide technical assistance and equipment repairs when needed.
- (14) Review and evaluate software and hardware as it is developed and communicate such evaluation to instructional leaders and District personnel.
- (15) Check computer for upgrade capabilities and make modifications when possible.
- (16) Provide appropriate software in-service.

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COMPUTER TECHNICIAN (Continued)
    (17)   Perform other incidental tasks consistent with the goals and objectives of this position.
    *(18)   Ability to work in a constant state of alertness and safe manner.

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
Group 8 of the ESP Salary Schedule
DOE Job Code 82033

GP 8

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