



JOB DESCRIPTION
COMPUTER/NETWORK TECHNICIAN (LEVEL I)

I. Title: Computer/Network Technician (Level I)

II. Qualifications:

- A. Associate's degree in computer science or information systems or comparable experience with computer hardware, software, networks, and websites.
- B. Required criminal history check and proof of U.S. citizenship or legal resident alien status.

III. Primary Function: Assists Director of Technology with all areas of district technology.

IV. Reports to: Director of Technology

V. Major Duties and Responsibilities:

- A. Perform installation, repair, and maintenance work on equipment all district hardware.
- B. Support staff members by resolving technical issues as they arise.
- C. Assist with installation of network and phone drops as the needed.
- D. Work under supervision of senior IT department staff in maintenance of servers.
- E. Responsible for imaging desktop, laptop, and tablet computers.
- F. Assist with technology staff development as needed.
- G. Assist Director of Technology with installation of various pieces of hardware as needed.
- H. Assist with maintaining an accurate inventory of computer hardware.
- I. Troubleshoot problems that arise on desktop, laptop, and tablet computers.
- J. Staying updated on the latest computer periphery.
- K. Coordinating with other technicians about computer issues.

VI. Terms of Employment: As per contract.

VII. Compensation and Benefits: As per contract.

VIII. Evaluation: Annually by the Director of Technology.

Approved: 4/23/2012; Revised: 1/12/2015;
Abolished: 4/29/2019; Approved: 6/14/2021