

## **Computer Technician**

Reports to – **CIO/Director of Technology & Facilities**

Supports and maintains the District's technology equipment.

### **PERFORMANCE RESPONSIBILITIES**

1. Trouble-shoot and remedy hardware and software problems
2. Replaces defective parts and restores equipment to proper operation;
3. Responds to Help Desk tickets in a timely manner
4. Maintains accurate records of Help Desk tickets through Spiceworks.
5. Provides technical guidance to staff and students.
6. Installs network printers and maintains printers.
7. Assists with inventory of technology related hardware.
8. Images new computers and mobile devices
9. Attend meetings and trainings
10. Performs other duties as assigned by supervisor.
11. Maintains a high level of confidentiality regarding student records.
12. Conducts themselves with a high level of professionalism.
13. Is capable of working positively with a wide variety of people.

### **PHYSICAL DEMANDS**

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

### **MINIMUM QUALIFICATIONS**

1. Preferred Associate's Degree or work related experience
2. Communication and interpersonal skills
3. Strong work ethic and time management

Approved by: \_\_\_\_\_  
Board Chairperson

Revised Date: March 15, 2016  
Revised: May 22, 2018

Reviewed and agreed by: \_\_\_\_\_  
Employee

Date: \_\_\_\_\_