

MICROCOMPUTER SPECIALIST GR-9

REPORTS TO: Director of Information Technology

BASIC FUNCTION:

To perform a variety of specialized computer installation and support functions on a district-wide basis.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Install all types of new computer hardware (networks cards, cd roms, hard drives).
- Install and troubleshoot network infrastructure (cables, switches, and hubs).
- Maintain and update district technology hardware inventory
- Troubleshoot technology hardware/software problems.
- Do routine maintenance and cleaning of technology hardware.
- Work cooperatively under the direction of the Director of Information Services.
- Setup and manage network computer hardware (servers, print servers).
- Create and maintain a district standard user interface.
- Create and modify login scripts and manage individual user account on servers.
- Perform related duties as assigned.
- Staff helpdesk as required.
- Connect, disconnect, and move all technology related equipment.
- Remove, reuse, or recycle electronic equipment in an environmentally friendly manner.
- Maintain and oversee proper backup procedures and reliability on related servers.

SUPERVISION RECEIVED

Minimal supervision is received from the Director of Information Technology or other senior staff member.

MINIMUM QUALIFICATIONS

Associate's or bachelor's degree in electronics, media or other appropriate field, plus four to six years of relevant work experience.

- Ability to work independently.
- Strong communication and interpersonal skills.
- Excellent analytical/problem-solving skills.
- Experience with computer networks.
- Good computer repair maintenance skills.

PHYSICAL EFFORT AND STRESS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; climb or balance; and talk or hear. The employee is occasionally required to reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee is also frequently required to work for extended periods of time at a keyboard/terminal. The employee must occasionally drive.

WORKING CONDITIONS

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually moderate.

.....

This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.