AMADOR COUNTY UNIFIED SCHOOL DISTRICT
COMPUTER TECHNICIAN

DEFINITION

Under general direction of the Director/Coordinator of Technology, performs a variety of tasks including operation and installation of personal computers and a variety of peripheral and communication equipment.  Troubleshooting Personal Computers to determine cause and resolution of problems encountered by staff.  Reading manuals and following complicated instructions; understanding and using TCP/IP; understanding and carrying out oral and written instructions; use of appropriate and correct English, spelling, grammar and punctuation; type at a rate required for successful job performance; operate a variety of standard office equipment; work independently; communicate effectively in oral and written forms; establish and maintain effective work relationships with those contacted in the performance of required duties.  Does related work as required.

ESSENTIAL FUNCTIONS

Essential functions may include, but are not limited to the following:
1. Operates and monitors personal computers, printers, and other peripheral devices.
2. Utilizes personal computing hardware and software, word-processing, spreadsheet, and database applications to perform basic duties including documentation, reporting, and scheduling and user support.
3. Responds to user requests for assistance in utilizing Personal Computer hardware and software.
4. Installs operating systems such as Windows.
5. Installs and tests Internet software on computers.
6. Accurately produces CD-ROMs and diskettes for software distribution.
7. Installs and support personal productivity applications on workstations.
8. Receives and inventories new technology equipment.
9. May be required to assist Help Desk Staff during critical demand periods, emergency situations, or scheduled vacations.
10. Performs other related duties as required.

CREDENTIALS and/or SKILLS and ABILITIES

Knowledge of computing systems terminology; personal computing operations hardware; operational requirements of networked personal computer systems; personal computing applications including Microsoft Office and others; Windows operating systems; modern computer techniques, methodologies, principles and practices.  Be flexible and receptive to change.

QUALIFICATIONS

Minimum:
- Equivalent of the completion of the twelfth grade with computer-related technology courses.
- Possession of a valid California driver's license and maintain a good driving record.
Desirable:
- Associate of Arts Degree in computer related technology or equivalent experience.

AMADOR COUNTY UNIFIED SCHOOL DISTRICT
<u>COMPUTER TECHNICIAN</u>

<u>EXPERIENCE</u>

<u>Minimum:</u>
- One year experience with personal computers including software installation and troubleshooting.
- Utilization of technology in a computing environment.

<u>Desirable:</u>
- Experience working in a school district, county office of education and/or technology-related industry.

<u>PHYSICAL REQUIREMENTS</u>
Employees in this position must have the ability to:
1. Exert high physical efforts.
2. Walk and stand for considerable lengths of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Handle moderate to heavy pieces of equipment and lift up to twenty pounds.

<u>WORKING ENVIRONMENT</u>
Employees in this position will be required to work indoors in a standard office environment; to work outside or normal workdays and office hours to meet installation deadlines; and come in direct contact with ACUSD/ACOE staff, district staff, and the public.

<u>SALARY LEVEL</u>
Range 20 of the ACUSD Classified Salary Schedule.