

**Oroville City Elementary School District
Job Description**

JOB TITLE: COMPUTER TECHNICIAN

SALARY LEVEL:	35	DIVISION:	Classified
DEPARTMENT:	Maintenance/Operations	LOCATION:	IT Office
REPORTS TO:	Assistant Superintendent, Business		

APPROVED BY:	Board of Trustees	DATE:	December 10, 1997
		REVISED:	July 22, 1998
		REVISED:	August 24, 1998
		REVISED:	February 3, 2016
		REVISED:	April 21, 2021

SUMMARY: Under the supervision of the Assistant Superintendent, Business, the computer technician installs, maintains and troubleshoots software districtwide. District computers are primarily Windows based and Chromebooks

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Installs, maintains, and troubleshoots computers and computer peripherals as needed.

Installs software programs and hardware components as needed.

Instructs staff on the basic operation of computers, peripherals, and software.

Attends and participates in technology meetings and in-service activities as assigned.

Works with supervisor to recommend technology equipment including, but not limited to, computers, printers, terminals, communications, scanners, and other computer technology installations.

Installs, repairs and upgrades PC's, Chromebooks, iPads, printers and other computer hardware_ with standardized applications and networking software.

Diagnoses and solves problems that develop.

Communicates clearly and concisely, both orally and in writing.

Responds to user questions and explains the operation of equipment and software.

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Assists in the maintenance of district technology standards.
Maintains and follows the District's end of life program for technology related hardware and software.

Maintains knowledge of new computer and network technology.

Manages and updates active directory and Google accounts.

Meets routinely with maintenance team.

May drive District vehicle to all District sites to perform job duties.

Provides training to staff on basic use of standard computer hardware and software.

Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma required; college degree in Computer Science preferred, or specific applicable coursework. Training must be current and applicable to the district's inventory of computers, peripherals and related software.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees or organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret bar graphs.

REASONING ABILITY: Ability to deal with problems involving a few known variables in routine situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

California Driver's License, DMV printout (required on first day of service).

A+ Certification or equivalent experience.

Criminal Justice Information Services (CJIS) certificate of security awareness training within 6 months of hire (*FBI, CJIS Security Policy*)

OTHER SKILLS AND ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and

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written communications. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Candidates will be required to take a Pre-placement Physical Examination and Functional Capacity Pre-placement Screening prior to being offered employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to manipulate or feel objects, tools, or controls and reach with hands and arms. The employee frequently is required to sit, stand, walk, stoop, kneel, and crouch. The employee is able to effectively communicate with others. The employee must be able to travel between work sites.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Due to the busy nature of a school, district office, or computer lab, the employee must be able to routinely work well under pressure and remain calm and tactful with students, parents, community members, and the staff.

SH:slc

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