

LEMOORE UNION SCHOOL DISTRICT  
Human Resources Division

**COMPUTER TECHNICIAN**  
Job Description

**JOB SUMMARY:**

Under general supervision of the Director of Technology/Media Services, maintain, diagnose and repair computer systems and peripherals at district locations; install and upgrade systems applications software and perform other related duties as requested.

**REQUIRED QUALIFICATIONS:**

*Ability to:*

- Perform equipment installation, configuration, maintenance and repair without supervision;
- Work with a minimum of supervision;
- Maintain cooperative and positive relationships with personnel contacted in the course of work.
- Represent and support the school and district in conversations with the public.

*Knowledge of:*

- The operation and limitations of microcomputer systems and related equipment;
- Operating systems, applications software packages and their use;
- Network operating systems and industry-standard topologies and protocols.

*Education:*

- Education equivalent to completion of 12th grade.
- An A.A. Degree in Electronics Maintenance, or Computer Science, or a technical certificate from a recognized technical school is desirable.

*Experience:*

- Two years of recent experience in the field of microcomputer and peripheral maintenance and repair is desirable.

*Licenses:*

Possession of a valid California Driver License

**ESSENTIAL FUNCTIONS:**

- Install and configure hardware, including microcomputers and peripherals.
- Install and configure network equipment, including hubs, switches, printers, and servers.
- Install and configure wireless network components to facilitate secure access.
- Assist users in using microcomputers and related equipment.
- Identify equipment malfunctions and perform repair.
- Schedule and perform regular routine maintenance to all microcomputers and peripherals.
- Maintain warranty information for all hardware and software.
- Maintain log of all hardware serviced, repaired and loaned.
- Maintain log of all hardware and software installed.

- Maintain network and system security, including anti-virus software and applicable products
- Install, troubleshoot and repair network cabling, including fiber optic and copper cable.
- Assist users in problem determination and solutions.
- Install, configure and troubleshoot operating systems, network clients and application software – in accordance with copyright laws and applicable licensing guidelines.
- Perform basic network administration functions, such as account creation and rights assignments.
- Perform other related duties as assigned.

**WORKING CONDITIONS:**

Environment:

- Work at all school sites in the district with small and large groups.

Physical Abilities:

- Ability to lift weight in excess of fifty (50) pounds and push tables and chairs weighing in excess of one hundred (100) pounds.
- Ability to climb ladders, stairs, scaffolding and ramps.
- Ability to sit and/or stand for long periods of time.
- Ability to operate equipment and use hand tools and handle and work with various materials and objects.
- Ability to work in extreme hot and cold weather conditions.
- Visual acuity and motor coordination adequate to meet the demands of computer and media equipment use.

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

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

***Salary: Range 24***

**Employment: 12-month employee**

***Board Approved: January 8, 2013***