

Position Title:
Supervisor:

Computer Technician
Network Administrator

Purpose: The Computer Technician will provide assistance to the Network Administrator in the planning, maintenance, and documentation of technology of the District.

Duties:

- Install, configure, and maintain computers and computer peripherals
- Document the work performed
- Maintain equipment inventories
- Assist in ordering/receiving or shipping of technology equipment
- Assist staff with technology issues and questions

Skills:

- Minimum of 2-year post-secondary technology training or equivalent experience
- Demonstrates skills relative to current software packages
- Ability to diagnose and repair multiple computer hardware platforms
- Ability to diagnose and repair multiple computer peripheral devices
- Ability to work effectively with diverse groups of people

Job Description Approved: January 29, 2020