

Gridley Unified School District

Job Description

JOB TITLE: COMPUTER TECHNICIAN

SALARY LEVEL: 10

DEPARTMENT: School Site

REPORTS TO: School Administrator

DIVISION: Classified

LOCATION: School Site

BOARD APPROVAL DATE: 07/19/2023

SUMMARY: The Computer Technician performs a variety of duties involved in installing, maintaining and troubleshooting computer equipment and related equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate with District Technology Coordinator, with regard to equipment, software and network security issues.
- Installs and maintains computer systems and related equipment.
- Install system upgrades, hardware and software, bench test and replace components, troubleshoot system errors, perform preventive maintenance and minor equipment repairs.
- Analyzes potential problems and takes corrective action where called for or seeks assistance where causes of problems are not apparent.
- Responds to user requests for assistance in use of computers, malfunction correction and technical support in cooperation with District Technology Coordinator.
- Instruct or tutor staff and students in the proper use, operation, care and maintenance of various equipment and software.
- Assists in installation of networking wiring, cables and equipment.
- Performs preventive maintenance on data processing equipment as required.
- Provides support at a user level.
- Participate in staff meetings and in-service activities as needed.
- Attend workshops, conferences and classes to increase professional knowledge, stay abreast of new technologies and software.
- Participate on the district and school site technology committees.
- Work with staff to insure the proper backup of data stored on the various servers.
- Cooperates and communicates with other school staff, public, parents, and students to promote a positive school climate.
- Maintains sanitary personal habits and a clean, neat appearance.
- Performs other related duties as assigned by Supervisor.

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 the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED); 2 years computer and network operations related experience, or equivalent combination of education and experience. Experience in computer science, information services or related field preferred.

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 effectively present information in one-on-one and small group situations to students, co-workers, parents and other employees of the organization. Knowledge of rules governing correct grammar, spelling and punctuation.

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

REASONING ABILITY: Ability to apply common sense understanding to carry instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving a few known variables in routine situations.

CERTIFICATES, LICENSES, REGISTRATIONS: California Driver's License required by the first day of service. District First Aid and CPR training is required and will be provided.

OTHER SKILLS AND ABILITIES: Ability to communicate and interact with staff, students, parents and others in an open, friendly, business-like manner.

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. 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 frequently is required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb, stoop, kneel, and crouch or crawl.

The employee must occasionally lift and/or move up to 50 pounds. However, while lifting amounts above 50 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

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.