

## Gridley Unified School District Job Description

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**JOB TITLE: LEAD COMPUTER TECHNICIAN**

SALARY LEVEL: 12

DEPARTMENT: District

REPORTS TO: Superintendent or Designated Technology Administrator

DIVISION: Classified

LOCATION: District Wide

Board Approval: 07/19/2023

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**SUMMARY:** Under the direction of the Superintendent or Designated Technology Administrator, Lead Computer Technician collaborates with the Butte County Office of Education staff, GUSD Designated Technology Administrator, and other district staff in the planning, purchase, installation, and maintenance of district IT systems including technology infrastructure, network components, communications and surveillance systems, computers and peripherals, plus associated software systems.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Participates in collaborative development of instructional documents and professional development for district Computer Technicians as well as other district personnel in concert with Curriculum Coordinator and/or Designated Technology Administrator.

Serves as primary point of contact with Butte County Office of Education staff with regard to equipment, software and network security issues.

Creates and maintains documentation in coordination with the Designated Technology Administrator related to E-Rate, planning and purchasing of technology in the district, technology procedures and protocols, student information system, and related tasks.

Organizes, delegates, and oversees the day to day operations of the work order and inventory system of the IT Department under the direction of the Designated Technology Administrator.

Researches and orders new or upgraded equipment and services such as internet, networking, communications, computer systems, and peripherals under direction of Technology Administrator.

Assists and oversees installation, configuration, and maintenance of computer systems, networking components (e.g. switches, routers etc.), communication systems (e.g. telephone, voicemail, intercoms, bells) and related equipment or software such as Active Directory, computer imaging, etc.

Serves as team lead for troubleshooting computers, peripherals, software applications, operating systems, communications systems, student information systems, and other technology-related tasks done by the Computer Technicians.

Implements and maintains the district e-mail and student information systems managing e-mail accounts for all departments and staff, with primary responsibility to ensure security and functionality of the system. Maintains and updates the student information system including writing complex data queries and scripts, maintaining data quality, and overseeing the yearly rollover as well as integration of the SIS to other systems. Will require understanding of scripting, SQL databases, SFTP operations as well as Google Admin Console.

Manages the district domain names and websites on the district server. May be called upon to update district website periodically, including mandated postings, staff directories, dead links, etc.

May be called on to provide support at a user level as needed.

Participate in staff meetings and in-service activities as needed.

Attends workshops, conferences and classes to increase professional knowledge.

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 Superintendent or Designated Technology Administrator.

**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:** Associates Degree or comparable certifications (A+, MCSA, etc.) and 3 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, correspondence, and instructional materials. 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. Bilingual ability may be required.

**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 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 may be required and will be provided if required.

**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.