

BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

CLASSIFICATION

			Assigned Supervisor
--	--	--	---------------------

DEPARTMENT/SCHOOL: Technology
Department

- x Supervise, provide professional development and evaluate the performance of assigned personnel
- x Attend professional development workshops, trainings, sessions, and professional association meetings and conferences related to information technology to stay current with state-of-the-art methods and practices
- x Assist in the design and planning of future technology projects and recommend courses of action
- x Assist in the development and maintenance of the technology plan
- x Work with site and district staff to maintain inventory of technology equipment, maintain records and logs related to assigned activities
- x Develop, implement and maintain a program for recycling obsolete technology equipment
- x Perform general technology maintenance activities as needed
- x Remain on call and respond to emergency situations promptly
- x Ensure that technology services are delivered with excellent customer service

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of supervision and training

Principles and practices of installing and maintaining LAN, Windows and other assigned servers and workstations

Computer hardware systems and software applications utilized by the District

Materials, methods and tools used in the operation and repair of computer and network systems

Technical aspects related to the field of specialty

Recordkeeping techniques

Oral and written communication skills

Interpersonal skill using tact, patience and courtesy

Laws, rules and regulations related to assigned activities

Proper methods of storing equipment, materials and supplies

Inventory methods and practices

ABILITY TO:

Oversee and plan technology service functions related to scope of the position

Perform skilled work in the repair, maintenance and installation of a variety of PC and Macintosh computerized equipment and peripherals

Provide technical assistance to computer systems users

Install, maintain and repair LAN, Windows, Apple, and other servers and workstations

Troubleshoot and repair basic system malfunctions and maintain system operation

Develop effective training presentations as directed

Train and evaluate the performance of assigned personnel