



TITLE:		REPORTS TO:	
DEPARTMENT/SCHOOL:		CLASSIFICATION:	

FAIR LABOR STANDARDS
ACT CLASSIFICATION:

Make recommendations regarding the purchase of hardware and software products; analyze and evaluate software and hardware for potential use; submit proposals to site management for approval and action; prepare and process purchase orders; participate in maintaining the technology plan; deliver purchased equipment to sites as directed

Perform general technology maintenance activities including rack-mounting, power balancing UPS loads, backup tape and drive swapping, and other on-site local terminal work

Lead, train and provide work direction and guidance to Computer Technician I

Operate a variety of hand and power tools; drive a vehicle to sites to conduct work

Maintain inventory of computers and networking equipment; maintain software license inventories; manage the database of systems/network equipment to maintain accurate inventory; maintain records and logs related to assigned activities

Attend web seminars on products to evaluate use for the District; conduct end-user training presentations as requested; maintain current knowledge of technical advances in the field

OTHER DUTIES:

Perform related duties as assigned

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KNOWLEDGE OF:

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

Record-keeping techniques

Technical aspects of field of specialty

Oral and written communication skills

Laws, rules and regulations related to assigned activities

Inventory methods and practices

Proper methods of storing equipment, materials and supplies

ABILITY TO:

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 and other servers and workstations

Troubleshoot and repair basic system malfunctions and maintain system operation

Develop effective training presentations as directed

Train and provide work direction to assigned personnel

Research, analyze and recommend new system software and hardware

Make routine equipment adjustments and perform routine maintenance

Communicate effectively both orally and in writing

Prioritize and schedule work

Maintain records and prepare reports

Work cooperatively with others
Plan and organize work
Operate a vehicle to conduct work

Any combination equivalent to: two years of college-level course work in computer science, information technology or related field and three years of experience in the installation, maintenance and repair of computer and network systems, servers, peripherals and related equipment

Valid California dr

ENVIRONMENT:

Indoor environment
Driving a vehicle to conduct work
Evening or variable hours

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate hand tools, computer keyboards and other assigned equipment
Reaching overhead, above the shoulders and horizontally
Climbing ladders to reach ceiling cables
Sitting or standing for extended periods of time
Perform work which involves the frequent lifting, carrying, pushing and/or pulling of objects typically weighing up to 50 pounds, and occasionally and with assistance up to 75 pounds
Bending at the waist, kneeling or crouching
Seeing to perform computer repair duties

HAZARDS:

Occasional working at heights