

Contracted Computer Technician Job Description

Job Title: Contracted Computer Technician
Division/Department: Technology Department
Reports to: Technology Coordinator/Supervisor
Last Revision Date: 2/6/2011

Summary

Provide support to staff on all district supported applications/devices. Troubleshoot computer problems and determine source, and advise on appropriate action. Complete project-based work as assigned.

Primary Responsibilities

1. Answer staff questions in person and via phone on all company supported applications
2. Troubleshoot computer problems (hardware, software, user access, etc.)
3. Assist personnel of other departments as a computer resource
4. Work one-on-one with staff on application projects
5. Document resolutions for future reference
6. Install, configure, and maintain personal computers, Novell networks, UNIX workstations, file servers, Ethernet networks, network cabling, and other related equipment, devices, and systems; adds or upgrades and configures desktops, laptops, smart boards, printers, and other related equipment
7. Perform hardware and software installations
8. Other duties as assigned by Technology Coordinator/Supervisor

Knowledge and Skill Requirements

1. Basic reading, writing, and arithmetic skills required.
2. Advanced knowledge of District supported applications. Ability to learn and support new applications. Work with staff requires interpersonal skills.
3. Associate's Degree and/or three to five years of application experience.

Other Requirements

1. Candidates recommended for election are required to have a physical examination, TB test, Act 34, Act 151, and Act 114 clearances at their own expense prior to beginning their duties.

Please E-mail Resume and References to: heckmanj@cmsd.k12.pa.us

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