



JOB DESCRIPTION

P/T COMPUTER TECHNICIAN

THE POSITION

The Part-time Computer Technician reports either to the District's Business & Accounting Supervisor or the Computer Support Specialist and is a member of the Administration Department. In a supportive role, the position provides technical and operational assistance to ensure proper functionality of the District's computer network, software, hardware, website, use of computer applications, telephone system, and sound, screen and laptop setups. This position is project oriented and duties are to be performed on an as-needed basis. The average work schedule is estimated to be between 5-10 hours per week, with some weeks not requiring any hours of work. Certain tasks may also occasionally require evening and weekend scheduling.

EXAMPLE OF DUTIES

The essential functions of the position include, but are not limited to:

- Provide technical and operational assistance for maintaining the District's network and ensuring the proper functioning of hardware
- Assist with server and computer hardware, supplementary equipment, and software installations, including assembly, cabling, upgrades, updates
- Provide user support; troubleshoot and resolve computer issues
- Perform preventive maintenance of computers, data and other peripheral equipment, including testing and adjusting to standard
- Generate reports; retrieve and convert documents
- Prepare and/or maintain computer documentation
- Ensure the confidentiality and security of District equipment and stored information
- Assist with maintaining and updating the District's website
- Assist with posting and updating Regular and Special Board Meeting Agendas, Reports and Minutes on District's website, and meet set deadlines
- Assist with updating employee, special interest, news and other sections on website
- Provide support to departments and staff with use of desktop computers, printers, laptops, scanners, etc., and software applications and programs
- Provide "help desk" functions, such as, identifying problems, providing analysis and resolving software and hardware issues
- Assist with training staff on new technology and software operations and providing related material
- Attend occasional meetings to assist with setup and operating equipment for presentations, which may include evening and weekend hours and attendance at non-District facilities
- Keep abreast of latest advances in field and update skills
- Assist with ordering computer supplies and equipment and maintaining an inventory

The position may perform other related work as required.

EMPLOYMENT STANDARDS

Knowledge, Skills and Abilities:

One or more years of relevant education and/or work experience.

Knowledge of principles and practices of computer science and operational aspects of computer systems, hardware and software. Knowledge and experience in supporting: Microsoft Windows XP/2000/NT 4.0, MS Office 2003/XP/2000, McAfee, LAN, new equipment configuration and installation. Proficiency with one or more of the following software programs is preferred: Presentations/PowerPoint, Word, Excel, Dreamweaver, and the District's recreation registration program, "Class for Windows".

Ability to work competently with current computer technology, troubleshoot hardware and software problems, assess needs and make repairs, follow oral and written instructions, demonstrate good communication and service-oriented skills. Ability to work independently in the absence of supervision, adapt to new situations and challenges, work on simultaneous projects and meet deadlines, and accept other responsibilities as assigned.

Licenses / Certifications: Must possess a valid California driver's license and demonstrate a good driving record.

PHYSICAL REOUIREMENTS

It is expected that this position will be sitting 70% of the time or more and require daily climbing of stairs, bending, kneeling or squatting and reaching overhead and it is expected that lifting will be limited to items that weigh 50 pounds or less.