

JOB DESCRIPTION

TITLE: Computer Technician

QUALIFICATIONS:

1. Holds a high school diploma and an appropriate certificate in computer repair techniques or equivalent experience.
2. Proficient in installing and servicing computer hardware and software, troubleshooting, and installing network cable.
3. Demonstrates initiative, commitment, and flexibility to work unpredictable hours as necessary.
4. Displays the personal characteristics necessary for working effectively with colleagues and end users.
5. Able to pass a background check.

REPORTS TO: Director of Research and Technology through the Senior Technician

JOB GOAL: To provide direct services to personnel in the set-up, use, and maintenance of computer hardware and software within the county.

MINIMUM

SKILL REQUIREMENTS: Good verbal and written communication skills.  
 Ability to carry 40+ pounds of weight  
 Ability to traverse stairs (in order to reach equipment locations)  
 Demonstrated ability for attention to detail

PERFORMANCE RESPONSIBILITIES:

1. Service computers and peripherals, such as HP printers and scanners.
2. Order equipment or other products in accordance with department procedures and budgetary guidelines.
3. Maintain records of repairs on all equipment serviced and follow through until conflicts are resolved.
4. Document all product exchanges and shipping procedures.
5. Install software and any necessary updates.
6. Maintain inventory database of hardware and software within our work territory.
7. Assist senior technician as directed.
8. Participate in assigned training and special projects as necessary.
9. Maintain repair shop in neat working order.
10. Be aware of technology developments, which may require self-study on personal time.
11. Perform other duties as assigned by the Senior Technician or Director of Research and Technology.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the board's policy on Evaluation of Professional Personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_