

## Medford SD 549C Job Description

The Medford School District is a premier school district that inspires remarkable achievement, and empowers students to succeed and contribute in a changing world.

**Job Title:** Computer Technician III

**Supervisor:** Manager of Network/Telecommunication Services

**FLSA Status:** Nonexempt

**Summary:** Services, installs, operates, maintains and repairs the District's computer network components and/or the District's business, industrial, and Audio/Visual (AV) equipment including intercom, sound, telephone, security and clock systems, etc.

### Essential Duties and Responsibilities:

- Installs, maintains, services, District servers, and/or programs bell systems, network drops, clocks and master clock system, sound systems, fire alarms, computers at school sites, computer software, printers, industrial machines, business machines and phone systems including voice mail, software, AV equipment, etc.
- Provides back-up support and training for other Computer Technicians.
- May assist in setting up new computer labs and assuring installation follows District policies and state requirements.
- Troubleshoots all problems regarding computer technology.
- May assist other departments as requested.
- May instruct/train staff on correct usage of computer programs and equipment, AV equipment and other technology.
- Works with vendors to repair and service District equipment as necessary.
- Inspects, repairs, installs, services and maintains low voltage electrical and alarm systems throughout the district.
- Installs, tests and maintains low voltage communication systems.
- Prepares plans using AutoCAD LT, estimates costs and orders materials.
- Makes recommendations for program modifications.
- Maintains accurate records, orders supply inventory and projects supply requirements.
- Attends technical training programs.
- Maintains competency in all position responsibilities.
- Complies with all safety and work rules, policies and procedures.
- Responsible for proper utilization, operation and maintenance of all department resources.
- Provides support to other positions as needed.
- Assumes additional responsibilities as appropriate with little or no supervision.
- Functions as Project Manager for all projects initiated by Network Services
- Other related duties may be assigned.

### Marginal Duties and Responsibilities:

- Moves office equipment.
- Provides back-up support and training for other Computer Technicians.

**Supervisory Responsibilities:**

- All employees of the Medford School District have responsibility for supervising students and assisting in maintaining a safe environment.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High school diploma or General Education Diploma (GED), Associates or Bachelor's degree in Computer Science preferred; business and industrial machines and modern telephone, intercom, security, clock and sound systems; training as a computer technician or equivalent combination of education and/or experience.

**Interpersonal Skills:** Ability to interact appropriately with teachers, staff, members of the community and students. Focuses on solving conflict; maintains confidentiality; contributes to building a positive team spirit.

**Language Skills:** Ability to communicate fluently in English both verbally and in writing. Preference may be given to applicants who are fluent in both English and Spanish. Ability to effectively present information and respond verbally and in writing to common inquiries or complaints from students, parents, regulatory agencies, administrators or staff. Ability to read, analyze or interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals.

**Mathematical Skills:** Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

**Reasoning Ability:** Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes etc.), in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

**Computer Skills:** To perform this job successfully, an individual should have in depth knowledge of computer operation, computer usage and ability to use current micro-computer components, micro-computer peripherals, database software, e-mail, internet software, inventory software, order processing software, spreadsheets, word processing software.

**Certificates, Licenses, Registrations:** Certificates as determined by the District including valid Limited Energy Technician License (LEA) or journeyman level electrician license and a valid Oregon driver's license.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to smell, walk or stand, stoop, kneel, crouch or crawl. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, peripheral vision and the ability to adjust focus. Speaking clearly enough to be able to be understood by others. Identifying and understanding the speech of another person. Emotional stability to work effectively under pressure and to keep all aspects of the job under control.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate. Occasionally the employee is required to work in high, precarious places and around moving parts. The employee is occasionally exposed to wet or humid conditions, outdoor weather conditions. Employee may be exposed to bloodborne pathogens. Employee may be subject to temperature fluctuations, fumes, odors and dust. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. Occasionally the employee is exposed to risk of electrical shock due to repair and installation of wiring.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_