

JOB DESCRIPTION
Pleasanton Unified School District

NETWORK COMPUTER TECHNICIAN

Purpose Statement:

The job of Network Computer Technician is done for the purpose/s of maintaining computer network operating systems and equipment to meet the technology needs of the District's classroom operations; and providing information and/or directions to Technology Specialists and users.

Essential Functions

- Assesses malfunctions of hardware and/or software applications (e.g. servers, network/desktop applications, network protocols, etc.) for the purpose of trouble shooting problems and determining appropriate actions required to maintain computer and network operations.
- Coordinates the installation of computers with network managers, on site support staff, site administration and classroom teachers for the purpose of completing projects and work orders efficiently.
- Installs computers, peripherals and software for the purpose of providing required technology to support curriculum.
- Monitors status of network and servers for the purpose of ensuring that systems are operational, assigning service requests, and minimizing down time.
- Performs minor repairs to servers, computers, peripherals, network equipment and software for the purpose of maintaining computer and network equipment in a secure and operating condition.
- Prepares written materials (e.g. reports, memos, letters, inventory lists, warranty cards, etc.) for the purpose of documenting activities, providing written reference, training and/or conveying information.
- Recommends equipment for purchase for the purpose of ensuring the availability of equipment as needed.
- Requests equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in computer repair and maintenance; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: computer operating systems and configurations; Novell; AppleTalk and Novell/AppleTalk client applications; TCP/IP configurations; and pertinent software applications

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. In working with others, some problem solving maybe required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: working with constant interruptions; meeting deadlines and schedules; communicating with diverse groups; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 15% walking, and 25% standing. The job is performed under a generally hazard free environment.

Experience Job related experience is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

Valid Driver's License

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 23