



JOB DESCRIPTION

JOB TITLE: **TECHNICIAN V (PC/Network)**

Position Type: <b>Classified</b>	<b>Department: Information Services &amp; Technology</b>
Salary Schedule: <b>Classified</b>	<b>Reports to: Coordinator (Technical Services)</b>
Salary Range: <b>Range 55</b>	
Term of Employment: <b>12 months</b>	Date: <b>October 20, 2016</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

**POSITION SUMMARY:**

Senior system administrator of one or more of the following systems: Novell, Novell GroupWise, Cisco, Linux, Microsoft Server, Nortel Phone system, Video Distribution, Technology Infrastructure. Oversees staff responsible for daily support and maintenance of the district's network and servers.

*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.*

**ESSENTIAL FUNCTIONS:**

- Performs repair to District computer equipment as required in a timely manner.
- Maintains an adequate inventory of parts for all computer repair.
- Tracks all repairs of District equipment in a log for periodic review.
- Performs preventive maintenance on network and server equipment in the district.
- Coordinates purchases of parts and supplies from appropriate vendors.
- Assists in the installation and support of all personal computer software.
- Works with District personnel on the care and maintenance of computer equipment.
- Conducts training for campus computer tech's
- Installs, maintains, and manages some of the following: Novell servers, Windows servers and network hardware.
- Performs Network troubleshooting and repair as necessary.
- Understands and supports District's WAN infrastructure.

- Performs primary support as the main system administrator of one or more of the following systems: Novell, Novell GroupWise, Cisco, Linux, Microsoft Server, Nortel Phone system, Video Distribution, Technology Infrastructure
- Oversees staff responsible for installing and maintaining above systems.
- Has input into PC/Net Tech I - III job assignments.

**MARGINAL DUTIES:**

- Other job related duties as assigned by the supervisor.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**SUPERVISORY RESPONSIBILITIES:**

- None.

**SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.
- Knowledge of advanced network and server hardware including operating systems.

- Must be able to work within budget guidelines.
- Must be able to work independently.
- Knowledge of basic computer theory.
- Knowledge of specific policies and regulations established by the District desirable.

**CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

**EDUCATION AND/OR EXPERIENCE:**

- High school diploma or general education degree (GED).
- One to three months related experience and/or training.
- Advanced experience in support and maintenance of network systems and servers.
- Equivalent combination of education and experience.

**PHYSICAL DEMANDS:**

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Must occasionally lift and/or move up to 30 pounds.
- Must be physically able to move/install computer hardware;

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.
- While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*