

## **COLUSA COUNTY OFFICE OF EDUCATION**

**CATEGORY: CONFIDENTIAL**

**CLASSIFICATION: ADMINISTRATIVE SERVICES**

**JOB TITLE: TECHNOLOGY SPECIALIST II**

### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent or designee, perform a variety of professional duties that involve operating and maintaining a small to mid sized computer network; assisting computer users in setting up new applications; installing and configuring computers; connecting computers to the network; maintaining servers and performing minor microcomputer repair.

### **REPRESENTATIVE DUTIES:**

Install microcomputers and related peripheral equipment including printers, scanners, disk drives and modems. Connect computers to local area networks. Configure computers to access the Internet via the local area network or modem. **E**

Assist in managing the day-to-day operation of servers; installing applications, creating user accounts, and creating network volumes accessible by both Macintosh and Windows computers; managing daily backup, and troubleshooting minor problems. **E**

Assist in managing the Internet Email system; configuring user machines to connect to the mail server and assist users in recovering passwords. **E**

Assist in troubleshooting and maintaining the network infrastructure. **E**

Troubleshoot and maintain computer equipment; perform diagnostics on microcomputers to determine problem correction procedure; perform minor repairs of microcomputers; notify Technology Coordinator and site principal of problems that require higher level of maintenance or repair. **E**

Maintain standard computer configuration for classroom and office computers. **E**

Provide responsible staff assistance to the Director - Technology Services; prepare administrative reports summarizing support activities. **E**

Ensure compliance with software licensing and copyright agreements on all systems worked on. **E**

Provide support for operation of standard small computer applications, to school districts or other agencies as directed; maintain accurate time log for billing. **E**

Attend and participate in staff meetings and in-service activities; attend workshops, conferences, and classes to increase professional knowledge; stay abreast of new technologies and software. **E**

Provide phone support and availability as needed. **E**

Serve as clerical backup for the Director - Technology Services.

Provide information in applications for grants.

Maintain inventory of all equipment and software. **E**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Installation of Ethernet hubs and basic Ethernet Switch

Uses and operation of microcomputers and peripheral equipment

Computer hardware, electronics, and electrical principles

Database management, word processing, and electronic spreadsheet computer software applications

Basic knowledge of network operating systems, Ethernet wiring standards and practices and basic network troubleshooting techniques;

Operating characteristics, capabilities, and applications of computer systems to a variety of County Office and school district needs

Recent developments, current literature, and sources of information regarding computer systems

ABILITY TO:

Operate a variety of highly technical computer equipment and related peripheral equipment

Operate modem office equipment

Learn the functions and limitations of assigned duties

Learn new software products with and without formal training

Read, interpret, and apply concepts found in complex technical publications, manuals and other documents

Deal effectively with demands of itinerant position

Understand and develop solutions to user problems

Independently set up and operate microcomputer systems and peripheral equipment

Identify, analyze, and resolve computer systems and software malfunctions and procedural problems

Understand the organization and operation of the assigned office and the County Office in order to assume assigned responsibilities

Communicate clearly and concisely, both orally and in writing

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work

Lift and carry objects weighing up to 50 pounds

Operate a variety of office equipment to perform assigned duties

Operate a vehicle to conduct work

**EDUCATION AND EXPERIENCE:**

Any combination of education, experience and training that would likely provide the required knowledge, skills, and abilities. Minimum requirement: High school diploma and three years related and practical experience.

**LICENSES AND OTHER REQUIREMENTS:**

Possess a valid California driver's license

**WORKING CONDITIONS:****ENVIRONMENT:**

Office and classroom  
Constant interruptions  
Multiple work sites

**PHYSICAL ABILITIES:**

Speak in an understandable voice with sufficient volume to be heard in normal conversational distance, classroom environment, and on the telephone  
Vision to read printed materials and video display screens  
Sufficient hearing to conduct in-person, classroom, and telephone conversations  
Sit or stand for extended periods of time  
Sufficient mobility to walk, kneel, stoop, and reach  
Lift, push, pull, and carry objects weighing up to 50 pounds  
Reaching overhead, above the shoulders and horizontally to retrieve and store materials  
Dexterity of hands and fingers to operate a computer terminal and standard office equipment  
Drive to various school sites and locations

**HAZARDS:**

Potential for contact with blood-borne pathogens and communicable diseases  
Caustic and toxic hazardous waste  
Electrical injury

**Employee Group:** Classified - Confidential

**FLSA Status:** Non-Exempt

**Salary Schedule:** 615

**Approval Date:** October 2013