

# COLUSA COUNTY OFFICE OF EDUCATION

**CATEGORY: CONFIDENTIAL**

**CLASSIFICATION: ADMINISTRATIVE SERVICES**

**JOB TITLE: TECHNOLOGY SPECIALIST I**

## **BASIC FUNCTION:**

Under the direction of the Director of Technology or designee, perform a variety of professional duties that involve assisting computer users in setting up new applications; installing and configuring computers; connecting computers to the network; maintaining servers, minor microcomputer repairs and preventative maintenance.

## **REPRESENTATIVE DUTIES:**

Install microcomputers and related peripheral equipment including printers and scanners; connect computers to local area networks; access the Internet via the local area network. **E**

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

Set up new user accounts. **E**

Provide responsible staff assistance to the Director of Technology. **E**

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

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

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

### **ABILITY TO:**

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

Learn the functions and limitations of assigned duties

Learn new software products with and without formal training

Deal effectively with demands of itinerant position

Set up and operate microcomputer systems and peripheral equipment

- 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:**

- Classroom or office
- 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, reach, and crawl under furniture and equipment
- Lift, push, pull, and carry objects weighing up to 50 pounds
- Dexterity of hands and fingers to operate a computer keyboard and standard office equipment
- Dexterity of hands and fingers to remove, repair and replace computer equipment and peripherals
- Drive a vehicle to conduct work

**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:** August 2020