NOTICE OF VACANCY

Application Deadline: UNTIL FILLED

Posting Date: January 4, 2018

TITLE: **COMPUTER REPAIR TECHNICIAN**

REPORTS TO: Technology Director

SUPERVISES: N/A

TERM: 12 Months

JOB GOAL: The job of Computer Repair Technician is done for the purpose/s of maintaining computer and network equipment in a safe and functional operating condition and resolving immediate operational and/or safety concerns. The job demands the ability to bend and lift, crouch, kneel, and walk in order to perform essential functions.

QUALIFICATIONS AND TRAINING:

1. Demonstrated knowledge of information system hardware and software troubleshooting skills and problem resolution.

2. Ability and willingness to learn new systems and technology.

3. Demonstrated ability in handling confidential matters in an ethical manner.

4. Knowledge of principles and practices of network design and administration.

5. Sound organizational skills and an ability to recognize and change work priorities in a timely fashion.

6. Valid Tennessee driver's license is required for travel between district school buildings.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

PERFORMANCE RESPONSIBILITIES:

ESSENTIAL FUNCTIONS:

1. Set-up, install, and maintain district computer systems. Recommend and/or install workstation hardware and software upgrades.

2. Set-up, install and maintain printers, computer peripherals, and their related software.

3. Install and troubleshoot computer software while maintaining license requirements.

4. Perform repair of computer hardware, printers, and peripherals, including acquisition of parts and maintaining service related records.

5. Maintain the network hardware, software, networkable computer applications and files.

6. Coordinate the annual cleaning and preventive maintenance of district computer equipment.

7. Provide support to end users through their requests for services by troubleshooting site hardware, software and wiring problems.
8. Diagnose reported problems.

9. Determine appropriate solutions for the problem.

10. Provide support to the network administrator(s) by being able to backup/restore files on the network, shutdown and/or reboot servers in the correct sequence in case of need, perform basic administration tasks on user accounts while maintaining data integrity and network security.

11. Provide input as needed for school technology planning and network operation.

12. Alert the Technology Staff of developing issues and formulate potential fixes.

13. Perform other duties as assigned or delegated by the Technology Coordinator.

APPLICATION PROCEDURE:
Submit a Letter of Intent and a Resume to: toni.eubanks@hcsk12.net

Position is available until filled.