

BUENA PARK SCHOOL DISTRICT

TECHNOLOGY SPECIALIST I

DEFINITION:

Under the supervision and direction of the Chief Technology Officer, will install, maintain and repair network connected equipment, including computer peripherals, mobile devices, and data communication hardware, and assist in the installation of new or modified data communication devices and equipment, and all other related work as assigned by supervisor.

EXAMPLES OF DUTIES:

- Support site personnel to maintain and service student and staff mobile devices.
- Install, maintain and perform on-call, service maintenance on technology equipment including but not limited to mobile devices, computers, laptops, monitors, printers, scanners, VOIP phones, and other computer peripherals.
- Assist with the installation and on-call maintenance of networking equipment and cabling.
- Install, maintain and perform on-call, service maintenance on devices with Apple or Microsoft operating systems.
- Assist in maintaining District Asset Management Program and process including inventory of equipment, processing District Identification Numbers, and maintaining additions and deletions of all District equipment.

QUALIFICATIONS:

Knowledge of:

Apple IOS and OS X operating systems

Windows Operating Systems

Operation of computers, monitors, computer peripherals, and mobile devices and how they interoperate within an organization

Basic WiFi understanding and technical skills

Basic networks within a Microsoft Active Directory

Microsoft Office and Office 365

Reading and writing communications skills

Computer software and trouble-shooting of software problems

Basic cyber safety and security within an organization

Ability to:

Maintain records and prepare reports

Establish and maintain effective working relationships with others

Understand and carry out oral and written directions in English

Adhere to all applicable attendance rules and regulations, and perform the essential functions of the job with or without reasonable accommodation

EXPERIENCE:

Any combination equivalent to graduation from high school, supplemented by technical computer school or technical computer classroom instruction, or college level courses in computers and data communication; a minimum of one (1) year of experience in computer set up, including software installation and troubleshooting.

LICENSE REQUIREMENT:

Possession of a valid California driver license

CONDITION OF EMPLOYMENT:

Insurability by the District liability insurance carrier

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor work environment

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Hearing and speaking to exchange information

Seeing to read a variety of materials and view a computer monitor

Sitting or standing for extended periods of time

Lifting, carrying, pushing or pulling moderately heavy objects (up to 60 lbs.) as assigned by the position

Bending at the waist, kneeling or crouching

Reaching overhead, above the shoulders and horizontally

Ascend/descend, work atop, or traverse ladders, step-ladders, or stairs

Revised/Board Approved: 1/8/2018