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**REDDING SCHOOL DISTRICT  
JOB DESCRIPTION**

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**TECHNOLOGY SYSTEMS TECHNICIAN**

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**DEFINITION OF POSITION**

Under the direction of the Director of Technology, maintains and supports all computer hardware, software, multi-media, and related technology in the District. This position is part of the classified bargaining unit.

**EXAMPLES OF DUTIES** – Important duties may include, but are not limited to, the following:

1. Reports directly to the Director of Technology;
2. Adds equipment to existing technology systems;
3. Troubleshoots programs existing in the technology systems;
4. Monitors the technology systems;
5. Assists in the design and maintenance of the District-wide technology plan;
6. Assists in layout of the fiber, wire, and components relating to LAN and WAN network systems;
7. Receives the assignment of technology work orders and coordinates and collaborates the completion of those assignments with the Director of Technology;
8. Troubleshoots and repairs problems with computers, monitors, disk drives, printers, CD ROM drives, file servers, and related equipment;
9. Troubleshoots and repairs problems with software and media, including but not limited to desktop operating systems, network operating systems, application programs, network programs, and CD's.
10. Assists in the procurement of computer equipment, software, media, and supplies;
11. Assists in the set-up and maintenance of new and re-purposed computers, including installation of software and integration into the District management network;
12. Performs other related duties as assigned which are reasonable related to the above.

**QUALIFICATIONS**

1. Knowledge of PC and MAC computers, printers, software and related systems;
2. Knowledge of current software and operating systems;
3. Knowledge of current software/media/supply pricing, function, and availability;
4. Knowledge of basic computer repair and maintenance;
5. Knowledge of Networks – both local and wide-area;
6. Knowledge of current and latest educational technology equipment and software;
7. Knowledge of English usage, a good vocabulary, correct grammar, spelling, and punctuation;
8. Ability to operate various types of equipment as it relates to technology;
9. Ability to perform work with speed and accuracy;
10. Ability to understand and carry out oral and written instructions;

11. Ability to type 40 wpm preferable;
12. Ability to access computer/software malfunctions and implement necessary service;
13. Ability to attend district and state meetings and training sessions;
14. Ability to be flexible and tactful due to direct interaction with others;
15. Ability to be able to perform duties in a highly independent manner;
16. Ability to establish and maintain harmonious working relationships;
17. Ability to research information regarding computers and networks;
18. Ability to evaluate developments in PC hardware and software;
19. Ability to collect and organize information and data;
20. Ability to complete written and visual reports to supervisors.

### **PHYSICAL DEMANDS**

1. Requires vision (which may be corrected) to read small print;
2. Requires the mobility to stand, stoop, reach, and bend;
3. May involve ascending and descending ladders, stairs, scaffolding, and ramps;
4. Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects;
5. Requires the ability to stand for long periods;
6. Requires the ability to walk long distances;
7. Performs work which involves frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds;
8. May be required to work around moving mechanical parts;
9. May be required to work around electrical current;
10. Subject to inside and occasionally outside environmental conditions;
11. May be required to use personal vehicle in the course of employment;
12. May be required to work at a video display terminal for prolonged periods.

### **EXPERIENCE**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to gain the knowledge, skills, and abilities required of this position would be:

1. Possession of a high school diploma, or its equivalent, and
2. Three years experience in the operations and support of technology systems, and
3. One year formal education in the operation and support of, and training in technology systems.

### **EDUCATION**

Graduation from high school and completion of college level courses or in-service training appropriate to the operation of computer equipment is desirable.

### **LICENSES/CERTIFICATES**

Must possess a valid California driver's license.

### **TECHNOLOGY SYSTEMS TECHNICIAN**

**Salary Range: J**

BOARD APPROVED: February 21, 2012