

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

COMPUTER REPAIR TECHNICIAN

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Possess a valid Florida Driver's License.
- (3) Technical training or experience in computer repair required.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to analyze data. Ability to effectively use problem-solving skills. Ability to identify important issues or problems in area of responsibility. Analytical skills to review information and formulate alternative solutions to problems. Knowledge of system design and analysis techniques. Ability to remain current in new technologies as they relate to program development.

REPORTS TO:

Director, Supervisor or Principal

JOB GOAL

To provide support in maintaining, modifying and improving the technical requirements for an efficient and effective computer system.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Maintain a working knowledge of all types of personal computer equipment, both hardware and software.
- * (2) Assist in the connecting of personal computers or terminals to the mainframe.
- * (3) Manage the property records and inventories.
- * (4) Coordinate the correction of property record deficiencies with schools and finance department.
- * (5) Provide for the maintenance of instructional machines and other equipment.
- * (6) Assist in the in-service training of staff in the area of computer technology.
- * (7) Use effective, positive interpersonal communication skills.
- (8) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

*Essential Performance Responsibilities

Job Description Supplement Code 2

SALARY LOCATOR: Classified Personnel Salary Schedule