

## **Purpose Statement:**

The job of Electronics Technician is done for the purpose/s of maintaining district computers, printers, electronics, and audio visual equipment; administering servers; maintaining wireless connectivity; installing low voltage wiring; providing user support to resolving software and hardware problems encountered by district employees, and maintaining computer equipment and supplies.

## **JOB DESCRIPTION ELECTRONICS TECHNICIAN Campbell County School District 4219.317**

### **Essential Functions**

- Assists with the administration of servers for students and staff.
- Assists other personnel, as may be required, for the purpose of ensuring an efficient and effective work environment.
- Assists users with computer, printer, electronic, and audio visual malfunctions for the purpose of providing immediate problem resolution and/or escalating for resolution.
- Installs and maintains hardware, software, low voltage wiring, wireless connectivity, etc. for the purpose of providing upgrades and program expansion to maintain standards.
- Instructs school site staff on functions and operating requirements of District standard software applications and equipment for the purpose of providing ongoing support and maximizing the capabilities of assigned staff.
- Maintains a variety of files, databases and records (e.g. parts inventory, service records, etc.) for the purpose of providing audit trails, control mechanisms and documenting department activities.
- Researches computer hardware and software applications, vendors, consultants and current technology for the purpose of recommending products that meet district requirements for capabilities and costs and providing technical assistance to district staff.
- Responds to a wide variety of calls, concern and/or complaints for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Troubleshoots equipment malfunctions for the purpose of resolving problems to support ongoing operations of district personnel.
- Assists with the administration of switches, routers, firewalls, and other network equipment.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; planning and managing projects; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: electronics/audio visual maintenance and repair; office application software; computer operating systems; hardware/network and troubleshooting techniques; web applications; and concepts of grammar and punctuation.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a wide variety of types of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: gathering information to diagnose problem; providing clear instructions; adapting to changing work priorities; communicating with diverse groups; setting priorities; and working as part of a team.

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources

from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

### **Responsibility**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 50% walking, and 30% standing. The job is performed under a generally hazard free environment.

### **Working Environment**

High School diploma or equivalent.

**Experience** Job related experience is required.

### **Education**

None Specified None Specified

### **Required Testing Certificates & Licenses**

None at the time of hiring; however, the applicant will be required to work on being an Apple Certified technician.

### **Continuing Educ. / Training**

Criminal Justice Fingerprint/Background Clearance

### **Clearances**

#### **FLSA Status**

Not Evaluated F VII

#### **Approval Date Salary Grade**