

# ROLLING RIVER SCHOOL DIVISION REGULATION

## Computer Technician Job Description

GDAG/R

**Position Title:** Computer Technician

**Reports To:** IT Supervisor

### Job Purpose and Objectives

To contribute to the overall goals and objectives of the Rolling River School Division by providing technical computer hardware, software, and web page support to schools and the Division Offices.

To provide a high level of customer service to Division schools and offices to ensure that all computer hardware and software in the Division is in good working order.

### Education

- Completion of a post secondary diploma or degree in a technical program related to computer hardware and software.

### Additional Skills and Training

#### Required:

- Maintain a valid Drivers License.
- Must have access to a reliable vehicle for business travel
- Keep current with technological advances in the industry
- Willingness to attend Professional Development opportunities.
- Ability to communicate effectively with people both orally and in writing

#### Preferred:

- Training in Web Page design and maintenance.

### Experience

A minimum of three years prior Computer Technician related experience or equivalent is required.

Prior experience in Web Page design and maintenance is an asset.

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### Key Responsibilities

As a member of the Division's Technology team, the Computer Technician will perform and maintain a high level of understanding of all computer hardware and software that is used in the Division and will diagnose, evaluate, repair and or resolve computer hardware and software problems.

- Evaluate, diagnose, maintain and repair computer hardware, software and components
- Install new or used computer equipment
- Install and maintain software
- Maintain a journal record of expenditures
- Perform, monitor and maintain an inventory of technology equipment and parts for the Division
- Develop, implement and maintain a regular maintenance schedule for school and office computer hardware and software
- In a timely manner, report significant or recurring problems with computer hardware or software
- Provide staff workload management and daily supervision of casual or summer student employees
- Monitor parts inventory and maintain an adequate supply of computer component parts for repair purposes
- Maintain a positive relationship with computer hardware and parts suppliers
- Monitor and maintain Internet connections in the division
- Provide recommendations on budget and changes that will better enhance the technology within the division
- Develop and maintain the School Division and School Web pages as required
- Other job-related duties as required

### COMMENTS

The incumbent is required to work effectively under pressure, within defined timeframes and with a variety of people in a team environment. He/she must be able to work well independently, be flexible, adjust to changing work assignments and deal with and maintain confidential information.

### Index Policy

**Date Adopted:** June 13, 2007