

Job Title: COMPUTER TECHNICIAN

PURPOSE STATEMENT:

Computer Technician is responsible for installing and maintaining computer equipment and any other devices approved for Rhea County Schools.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Skills in the use and management of Windows, Microsoft and Apple Programs
- Excellent people and communications skills and a willingness to assist other in the use of technology.
- Perform basic hardware and software trouble shooting and corrects problems when possible
- Trouble shoots and repair system computer hardware
- Demonstrates initiative in troubleshooting problems and correcting situations without immediate supervision.
- Follow work order procedures and carries out duties in a timely manner.
- Reports hardware and software problems to the Supervisor of Technology.

QUALIFICATIONS:

Associate degree with course work emphasis in Computer Science, Electrical Engineering, Network Technology, or a related field is preferred; supplemented by three (3) years previous experience and/or training that includes computer operations/maintenance, hardware/software troubleshooting, and database management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

Capacity and Ability Requirements:

- Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Average (lift over 25 lbs. up to 60 lbs.), Occasional (over 15% and up to 40% of the time). Office environment, classroom with students present, and may include work in crawl spaces, on the roof, or other location in which technology resources are installed. Other physical demands that may be required are as follows: Carrying, Pulling, Stooping, Reaching, Ability to climb ladder

WORK CONDITIONS:

Normal working environment.

240-day contract.

Reports to: Building Level Principal, Director of Technology, Director of Schools.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* regarding overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

***The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

Rhea County Schools