



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

Human Resources Department

Position Title:	Computer Technician Food Serv	Location:	Technology
Reports To:	Technology Supervisor	Supervises:	None
Classification:	Support	Status:	Full-time
FLSA Status:	Non-Exempt	Benefit Eligible:	Yes
Work Year:	12 months	Salary:	see lhusd.org website

NEEDS UPDATING / VALID???

Education and Experience Requirements

- High school diploma or equivalent required.
- Two-year degree in Computer Information Systems preferred.
- Minimum of one-year experience/training in hardware/software support.
- Minimum of one-year experience providing instruction for individual or group settings, such as, implementation phase of a local database system.
- Minimum of one year experience/training in the field of computer systems to include but not limited to: microcomputers, displays, storage media, printers, basic operating systems (DOS, Windows, WindowsXP) modems, CD-ROMS, and networking (interface cards, switches, cabling, hubs protocol).

Certificates and Licensure Requirements

- Valid Arizona Driver's License; with good driving record.
- IVP fingerprint clearance card through AZ Department of Public Safety

Summary

- Provide technical and computer support to LHUSD computer users.

Qualifications

- Operation of routine office equipment
- Ability to work effectively without direct supervision.
- Good health, physical stamina, fitness, and vitality
- Personal qualities associated with good human and interpersonal relations.



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

Human Resources Department

Responsibilities and Requirements

- Priority – care for all Food Service technical issues
- Maintenance/repair/troubleshooting the Point-of-Sale system.
- Maintenance/repair/troubleshooting the Food Service computers.
- Install/repair cable connections to food service areas and office workstations, as referred.
- install/maintain/repair all Electronic Peripherals (i.e.: Smart Boards, projectors, doc cams, mimeos, slates, phonic ears, etc.)
- clean projectors and do bulb replacements.
- keep current peripheral inventory and work collaboratively with Instructional Technologist regarding inventory, locations, and users of peripherals.
- track and maintain all district staff laptops (not laptop labs)
- work with and assist other technicians throughout the year, including summer.
- Setup and repairs necessary for maintenance and expansion of network.
- Diagnose problems/trouble shooting.
- Configuration
- Initial and subsequent network configuration for individual workstations, as needed.
- Assign/amend network rights to local databases as directed.
- Repair and respond to immediate needs of hardware, and software, to reduce interruptions during regular school/business day.
- Preventative maintenance
- Provide reports to administration/task completions, status of on-going projects.
- Additional responsibilities as assigned.
- Time Requirements
- Perform other duties as assigned by the administrator.

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 50 pounds.
- Bends, stoops and climbs.
- Climbs to various heights and works in confined spaces.
- Operates large and small power-driven machinery or equipment.
-

Other Information

- Flexible scheduling may be required.

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.