



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

Position Title:	Computer Technician Food Service	Location:	Technology
Reports To:	Technology Supervisor	Supervises:	None
Classification:	Support	Status:	Full-time
FLSA Status:	Non-Exempt	Benefit Eligible:	Yes
Work Year:	261 days / 12 months	Salary:	See lhUSD.org website

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 in an educational or corporate network environment. Minimum of one year experience/training in the field of computer systems to include but not limited to: computer operating systems, business and educational software (Microsoft Office, Google Docs), computer hardware, peripheral and software configurations, troubleshooting hardware, peripherals, software and network connectivity issues, end-user support (in person, remotely, and on the telephone) and network cabling standards.

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

Responsibilities and Requirements

- Priority – care for all Food Service technical issues
- Maintenance/repair/troubleshooting of the Food Service Point of Sale system
- Maintenance/repair/troubleshooting of the Food Service computers
- Install/repair cable connections to food service areas and office workstations, as referred
- Performs preventative maintenance to maintain optimal system performance
- Maintains inventory of all Food Service computer equipment and peripherals
- Manages time effectively between multiple sites while working independently with minimal supervision
- Communicates effectively both orally and in writing; demonstrates good interpersonal skills
- Establishes and maintains cooperative and effective working relationships with others
- 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

Other Information

- Flexible scheduling may be required



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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.