

Please Post
January 5, 2021

HAMILTON SCHOOL BOARD
Notice of Non-Instructional Position Opening

January 5, 2021
Date

POSITION Computer Resources Technician (12 months)

SALARY RANGE \$29,341.00 - \$37,875.00

DUTIES Per attached job description.

EXPERIENCE PREFERRED Two (2) years of job related experience installing, configuring, and troubleshooting personal computers and other related peripherals and hardware.

EDUCATION PREFERRED AA or equivalent/Industry Certification preferred

EFFECTIVE DATE OF VACANCY 2020-21 School Year

DIRECTION FOR FILING APPLICATION File application at www.hamiltonfl.com using the FastTrack on-line application system.

DEADLINE FOR FILING APPLICATION Until Filled

INTERVIEW INFORMATION Qualified applicants will be contacted regarding interview information. Meeting qualifications does not guarantee an interview.


Personnel Department

The Hamilton County School Board is an Equal Opportunity Employer

In compliance with Article VII of the Agreement Between the Hamilton County Education Association and the Hamilton County School Board.

Prior to recommendation for employment, the prospective employee must meet and pass Level II Screening and Drug Testing requirements. The screening costs are the responsibility of the prospective employee.

Persons with disabilities who require assistance to participate in the interview process are requested to notify the personnel Office at (386) 792-7816 in advance so their needs can be accommodated.

SCHOOL DISTRICT OF HAMILTON COUNTY
COMPUTER RESOURCES TECHNICIAN
JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Associate's degree preferred.
- (3) Two (2) years of job related experience installing, configuring, and troubleshooting personal computers and other related peripherals and hardware.
- (4) Valid Florida's driver's license.
- (5) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read and understand user manuals and schematics associated with computer hardware and software. Ability to use diagnostic programs. Skill in analysis, problem-solving and communication. Knowledge of instructional computing hardware and software. Knowledge of operating systems and networks. Ability to troubleshoot hardware and software. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

Coordinator of TIS

JOB GOAL

To provide an efficient corrective and preventative maintenance program for all computer related equipment used for information processing, administrative or instructional applications.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:**Service Delivery**

- *(1) Perform installation and initial setup of hardware and common software programs used in the district.
- *(2) Perform problem isolation, software assistance, pick up and delivery of equipment and proper record keeping.
- *(3) Perform basic network troubleshooting and problem isolation.

CRT (Continued)

- * (4) Interface with technology coordinators, education technology specialists and teachers to assist them with local problems and to keep them updated with district policy changes and upgrades.
- * (5) Maintain knowledge to support computers running different operating systems.
- * (6) Troubleshoot hardware/software of distributed computer systems and associated network facilities.
- * (7) Install, configure and upgrade computer hardware, software, and attached peripherals, network and desktop operating systems, applications, and associated cabling.
- * (8) Provide consulting services (for new hardware and software).
- * (9) Provide support and training to school personnel
- * (10) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

- * (11) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (12) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (13) Ensure adherence to good safety standards.
- * (14) Maintain confidentiality regarding school/workplace matters.
- * (15) Model and maintain high ethical standards.
- * (16) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (17) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra- Agency Communication and Delivery

- * (18) Exercise service orientation when working with others.
- * (19) Keep supervisor informed of potential problems or unusual events.
- * (20) Use effective, positive interpersonal communication skills.
- * (21) Respond to inquiries and concerns in a timely manner.
- * (22) Serve on school/district committees as required or appropriate.

System Support

- * (23) Exhibit interpersonal skills to work as an effective team member.
- * (24) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (25) Demonstrate support for the school district and its goals and priorities.
- * (26) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (27) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- * (28) Participate in cross-training activities as required.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

CRT (Continued)

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.