

Caldwell – West Caldwell Public Schools

Job Description

Title: **Computer Technician**

QUALIFICATIONS:

1. College-level coursework in computer science, information technology, or a related field or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job

REPORTS TO: Supervisor of Technology

RESPONSIBILITIES:

1. Install, support, and maintain PC software in a Windows XP/Windows 7 Active Directory environment
2. Install, assemble, and configure computers, monitors, network infrastructure and peripheral, such as printers, scanners and related hardware, pull cables, and rewire or direct the rewiring of cables as required
3. Troubleshoot problems with computer systems, including troubleshooting hardware and software, e-mail, network, and peripheral equipment problems, and make repairs and corrections where required
4. Act as a technical resource in assisting users to resolve problems with equipment and data, provide help desk functions to facilitate exchange of information and advice to fellow employees, and implement solutions or notify outsource providers as required
5. Set up audio-visual equipment
6. Move computer equipment including but not limited to: desktop computers, local printers, network printers, monitors, and other peripherals
7. Perform other duties of a similar nature or level, as directed by the Supervisor of Technology