



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Microcomputer Technician
Payroll/Personnel Type:	12 Month
Reports to:	Executive Director, Information Technology

Position Summary:

The Microcomputer Technician perform the duties required to install, configure, troubleshoot, repair and maintain microcomputers, peripherals, networks, voice and video communications; provide technical support to system user.

Essential Functions:

- Maintain service log calls utilizing database program
- Troubleshoot and maintain computer databases including Windows/DOS based computers, printers and peripherals
- Install and troubleshoot district-wide software
- Provide district-wide network support, including installation, using the TCP/IP networking protocol over a Wide Area Network
- Network computers and printers at central office using Novell over the Local Area Network
- Maintain parts of inventory for computers, printers, and peripherals
- Monitor dial-up networking for Internet access via modem
- Support video conferencing networks
- Program routers and ad trans for Wide Area Networks
- Perform related shipping and receiving tasks
- Maintain inventory-tracking database
- Troubleshoot and resolve problems with the Technology Services' phone system
- Perform related duties or special projects

Knowledge, Skills, and Abilities:

- Apply principles of logical thinking to define problem, collect data, establish facts and draw valid conclusions
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others
- Ability to instruct a variety of skill levels on how to use computer hardware, software, network and peripherals
- Ability to understand hardware and software problems as explained by the user and effectively communicates with the user to resolve the problem

Experience:

- Requires a minimum of two years' experience installing and troubleshooting computer or telecommunication hardware, software and networks and a minimum of one year of instructor experience in order to gain knowledge to perform the requirements of the position

Education:

- High School Diploma or equivalent (required)



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- Additional broad specialized training equal to two years if college specializing in computer hardware, software or networking

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee	Date	Immediate Supervisor	Date
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Human Resources	Date
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In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.