

Granite Falls School District
Position Description
Information Systems Technician

GENERAL SUMMARY

Provide technical and operational support for the district's information systems.

ESSENTIAL FUNCTIONS

1. Oversee installation, configuration and maintenance of all WAN and LAN networking equipment; troubleshoot data communications issues; manage efficient network utilization; responsible for security of network data and equipment.
2. Provide critical input for assessing, designing, and planning ongoing implementations of WAN and LAN network expansion, including network service, infrastructure, and equipment integrity.
3. Review specifications and drawings for facilities projects involving data installation; train others in use and front-line maintenance of network services and functions, working as a network support team member; physically install cabling/communications systems.
4. Provide technical support for network-related services and functions; keep accurate records and reports, as required.
5. Provide telephone support to users of district's computer systems and software.
6. Manage the loading and unloading of paper and forms from line-printers, routine printer maintenance, and any required bursting or decollating.
7. Load and unload backup media; maintain media retention schedule, recirculating as appropriate.
8. Conduct or organize training sessions for staff in the use of district computer systems and software.
9. Order, receive, store, distribute, and maintain computer related supplies inventory.
10. Coordinate regular and periodic processes in support of district student, fiscal, and library systems.
11. Provide support in problem identification and resolution.
12. Assist with various clerical tasks, including but not limited to, filing, making copies, taking messages, and drafting documents and purchase orders.
13. Perform other related duties as assigned.

REPORTING RELATIONSHIPS

Reports to the Information Systems Supervisor

MENTAL DEMANDS:

Requires ability to operate a computer and learn the operation of specific software programs; experiences constant interruptions; requires organizational and priority-setting skills and flexibility to shift priorities and to rechannel work efforts frequently; requires performing detailed work in reference to preparation and computation of data and analyzing information both verbally and in written form (manuals, blueprints, etc.); requires performing intermediate-level reading, writing, arithmetic, and logic processing skills; requires solving practical problems and dealing with a variety of concrete variables in situations where only limited standardization exists; experiences significant stress due to multiple deadlines on continuing basis in conjunction with daily workload; requires ability to follow verbal and written instructions; requires good depth perception, balance, hearing, and hand/eye coordination; work at times is fast paced, routine, and repetitive, requiring concentration and attention to task and ability to make independent decisions; requires day-to-day communication, rapport-building, negotiation and conflict resolution, and customer service skills to work with a wide range of staff behaviors; requires dealing with distraught or angry employees; requires cooperation and ability to work as a team member; requires ability to set up and maintain accurate files and records; requires strict confidentiality.

PHYSICAL DEMANDS:

Exposure to visual display terminal for prolonged periods; requires dexterity and precision including fine hand-manipulation in the operation and repair of technology system; requires ability to use small hand tools, such as, manual/electric screwdrivers, drills, soldering iron; may require sitting for extended periods of time without restrictions; requires twisting, stooping, kneeling, crawling, climbing ladders and stairs walking on uneven ground without restrictions requires lifting/carrying objects up to 50 pounds frequently - assistance for heavy lifting/carrying/pushing/pulling available; requires good visual and hearing abilities; exposure to climatic conditions when working outside, such as, dust, noise, temperature changes, humidity/wet; exposure to cleaning agents, soldering fumes, solvent fumes; occasionally requires climbing ladders and working in confined spaces, such as crawl spaces and attics; requires operation of a pickup truck or service van frequently, ear and eye protection available.

MINIMUM QUALIFICATIONS

Education and Experience

High school diploma or equivalent; one year experience in computer systems technology and/or repair

Licenses/Special Requirements

Fingerprinting required; valid Washington State driver's license

CONDITIONS:

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.