

# SCHOOL DISTRICT OF JACKSON COUNTY

## JOB DESCRIPTION

### COMPUTER AND AUDIO VISUAL TECHNICIAN

#### QUALIFICATIONS:

- (1) Two year associates degree or comparable work experience in the fields of computer hardware, audio visual systems and networking.
- (2) A+ Certification preferred

#### KNOWLEDGE, SKILLS AND ABILITIES

Displays competency in computer/printer hardware installation, repair and troubleshooting. Is capable of installing and troubleshooting basic workstations operating systems, security software and productivity software. Has the ability to repair and maintain and install school audio/visual systems. Has a basic understanding of network infrastructure and operating systems.

#### REPORTS TO:

Director of M.I.S.

#### JOB GOAL

Install, maintain, and repair district computers, printers and audio-visual equipment. Install and troubleshoot workstation operating systems, security and productivity software. Provide basic support for telecommunication and network infrastructure.

#### SUPERVISES:

NA

#### PERFORMANCE RESPONSIBILITIES

- (1) Install, maintain, and repair computer workstations and monitors
- (2) Install, maintain, and repair printers
- (3) Install, maintain, and repair computer audio-visual systems (CAVS)
- (4) Replace uninterruptible Power Supplies (UPS)
- (5) Install workstation operating systems, security and productivity software
- (6) Provide support for basic network functions including school level backups.
- (7) Provide support for school telecommunications including network switches, phone systems and cable TV.
- (8) Perform other incidental tasks consistent with the goals and objectives of the position
- (9) Other duties assigned by the immediate administrator or supervisor

#### PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

#### TERMS OF EMPLOYMENT:

Approved Unit compensation plan, pay grade 23-25  
12 Months  
8.0 hours per day

#### EVALUATION:

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