

COMPUTER/NETWORK TECHNICIAN

FLSA STATUS - Non-Exempt

DESCRIPTION OF WORK

Under general supervision of the Director of Finance, performs technical work maintaining computer hardware, software systems and networks of the City; work involves numerous work stations and related equipment and programs.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES:

Performs work providing hardware and software support to City users of computers, servers, software and related installations and programs; provides preventive maintenance and hardware repairs as necessary; lubricates fans in computers; upgrades equipment and installs upgraded programs; maintains the City's WEB page and revises content as appropriate; trains employees; attends training seminars and reads manuals and other sources to maintain currency in the field.

OTHER DUTIES: Fills in for other positions in the Finance Department as needed; collects and accounts for funds; makes deposits; serves in telecommunications advisory group.

QUALIFICATIONS

Working knowledge of computer repair, maintenance and operation.

Ability to keep computers and related equipment operating on an efficient and effective basis.

Ability to trouble-shoot and identify and correct problems in equipment.

Ability to achieve established goals.

Ability to establish and maintain effective working relationships with equipment users and officials.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform light and some moderate physical work and to lift and carry up to 50 pounds;

Ability to stand, walk, sit, ride, climb, bend, reach and perform similar body movements;

Possesses hand/eye/foot coordination adequate to repair and maintain computers and related equipment, and operate a vehicle;

Ability to talk and hear in person and by telephone, and two-way radio;

Ability to see and read instructions, manuals and figures on a computer screen.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to graduation from high school, supplemented by training in computer repairs and two years of experience in maintaining computers and related equipment.

SPECIAL REQUIREMENTS: Possession of a valid driver's license.