

Department: Ticonderoga Central School
Classification: Competitive
Grade: _____

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COMPUTER TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Computer Department to perform the functions of network management, analysis, and operation activities involving responsibility for the maintenance techniques, analysis of software network problems, ability to restore and install local area networks. Work is performed under the supervision of a higher level computer employee or other supervisor with some leeway allowed in the exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over subordinate personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the design, installation documentation, and maintenance of networks;
Assists in the administration of personal computer networks involving installation, maintenance, and repair;
Tests new computer hardware and software;
Informs management of adverse conditions or problems in hardware or software functions;
Assists in installing and running Internet protocols;
Assists in the research and evaluation of technology needs and the documentation of technology solutions;
Assists in training users and technical staff of in network operations;
Assists in developing direction and growth of information technology;
Prepares a variety of records and reports.
May make minor repairs and adjustments to the system.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of computer operation, care and set up including logical operation, problem solving and structural development activities; good knowledge of computer programming and system design; knowledge of computer operating system; ability to work with and teach others fundamental computer system operations and process; ability to detect and resolve computer breakdown and problems; computer literacy; ability to follow complex oral and written instructions and perform complex activities based upon general guidance; ability to work well with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

OPEN COMPETITIVE: Either:

- [a] Graduation from a regionally accredited or New York State registered college with an Associates Degree in Computer Science, Computer Technology, Data Processing, Management Information, Information Technology or related field; or**
- [b] Graduation from high school or possession of a high school equivalency diploma and two years of experience in the maintenance, configuration, or installation of micro-computer hardware and software for local area networks; or**
- [c] An equivalent combination of training and experience as defined by the limits of [a] and [b] above.**

Adopted: 09/14/00