

## WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

**TITLE:** Distributed Systems / Electronics Technician

**EMPLOYEE CATEGORY:** 6/Educational Support Personnel

**QUALIFICATIONS:**

1. High School Diploma or equivalent and a Vocational Certificate in electronics and computers; **or**, possess a Bachelor's Degree from an accredited institution in Information Science or related technology field.
2. Preference given to those with in-field work experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of computer hardware and software used to accomplish instructional and administrative goals. Ability to plan for new technology systems. Ability to develop and present ongoing training and staff development as it relates to technology. Ability to provide leadership and to establish and maintain effective working relationships with subordinates, officials, schools and other departments. Ability to communicate effectively both orally and in writing.

**REPORTS TO:** Distributed Systems / Electronics Technician Supervisor

**JOB GOAL**

To provide service, consultation and repair for technology and telecommunication systems of the District.

**SUPERVISES:** N/A

**PERFORMANCE RESPONSIBILITIES:**

**Service Delivery**

1. Perform installation, repair, maintenance, enhancement and service to telecommunications, computer systems and audio-visual equipment.
2. Install software, hardware and peripherals.
3. Trouble-shoot connectivity problems in the telecommunications system.
4. Analyze, plan and install cabling and infrastructure for telecommunication systems.
5. Develop materials, supplies and tools list necessary for task completion.
6. Advise schools and departments regarding parts, repairs or maintenance of equipment.
7. Assist in maintaining telecommunication systems integrity by promoting appropriate license and use for software and networked systems.
8. Provide in-field technical assistance for telecommunication and networked systems.

9. Serve as a consultant for administrative decision-making in the area of technology and telecommunication systems.
10. Assist with the development of a vendor or product listing for services, parts and/or other technology related purchases.

**Inter / Intra-agency Communication and Delivery**

11. Communicate effectively with staff and administration.
12. Keep supervisor informed of potential problems or unusual events.
13. Respond to inquiries and concerns in a timely manner.

**Employee Qualities / Responsibilities**

14. Demonstrate initiative in the performance of assigned responsibilities.
15. Provide for a safe and secure workplace.
16. Model and maintain high ethical standards.
17. Follow attendance, punctuality and proper dress rules.
18. Maintain confidentiality regarding school matters.
19. Maintain positive relationships with staff and vendors.
20. Participate in workshops and training sessions as required.

**System Support**

21. Prepare all required reports and maintain all appropriate records.
22. Follow all School Board policies and procedures.
23. Exhibit interpersonal skills to work as an effective team member.
24. Demonstrate support for the School District and its goals and priorities.
25. Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS: Medium Work**

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT: 12 Month**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Hours of employment shall be those established by the District.

**EVALUATION: Annually by designated administrator**

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

**SALARY ITEM NUMBER: 33, Level I**