



Oroville Christian School

Role Description

Job Title: Computer Technician

Organizational Supervisor: Mark Bates

Alignment:

Administrator/Principal

FLSA Status: Non-Exempt

Job Status: Part-Time

Employee:

Goal and Purpose

We believe that it is the parent's responsibility to train up a child in the way he/she should go. Our goal is to assist parents in preparing their children for life by leading them to Christ, equipping them with strong academic skills, developing a sound biblical worldview, and nurturing godly character.

Our goal is to provide students with a high-quality elementary Christian education and to teach our students principles from God's word that they will apply to every aspect of their lives.

Job Duties

The job of COMPUTER TECHNICIAN is done for the purpose/s of maintaining computer and network equipment in operating condition; meeting the technology needs of the school; documenting information and resolving immediate operational and/or safety concerns.

Essential Functions

- Assesses malfunctions of hardware for the purpose of determining appropriate actions to maintain computer and network operations.
- Coordinates with other staff for the purpose of completing projects/work orders efficiently.
- Inspects computer and network equipment requiring specialized computer repair and troubleshooting skills for the purpose of identifying and verifying repair needs.
- Procures equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- Repairs computers, peripherals, network equipment and software, requiring specialized computer and electronics repair skills for the purpose of maintaining computer and network equipment in a safe and functional operating condition.
- Requests quotations for the purpose of providing cost information, purchasing, and securing items.
- Trains selected personnel for the purpose of ensuring their ability to use new and/or existing software.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Transports a variety of items (e.g. equipment, supplies, etc.) for the purpose of providing materials at the job site or transporting equipment for repair.

Oroville Christian School

Role Description - Computer Technician

Physical Demands and Work - The physical demands and work environment characteristics are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Environment: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL: The employee is regularly required to talk or hear. The employee is frequently required to stand, walk, sit, use hands, fingers, and reach with hands and arms. The employee is occasionally required to climb, stoop, kneel, crouch, crawling, and significant lifting. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. The employee is regularly in a typical school/classroom environment with adequate light and moderate noise levels. The usual and customary methods of performing the job's functions require significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under some hazardous conditions.

SITE: The employee will be required to work in a variety of locations, including offices,

ABILITY: The employee is required to schedule activities; gather and/or collate data; and consider several factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize a wide variety of types of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include adapting to changing work priorities meeting deadlines and schedules.

RESPONSIBILITIES INCLUDE: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to affect the Organization's services.

Competencies:	General:	-Spiritual Maturity -Effective Communication - Influence/Contribution -Relationship Building/People -Stewardship -Pastoral -Scope (initiative, expertise in job skills, etc.)
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