



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

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| Civil Service Title: | COMPUTER TECHNICIAN |
| Jurisdictional Class: | Competitive |
| Civil Division: | BOCES & County Schools |
| Adoption: | CSM 06/12/1996 |
| Revised: | CSM 06/13/2001; 5/10/17 |

DISTINGUISHING FEATURES OF THE CLASS:

This is a technical position involving responsibility for the installation, testing, repair and support of computer systems. The work is performed under the general supervision of the Director of Instructional Support Services at B.O.C.E.S. or other Technology Supervisor in the rural school districts with leeway allowed for the exercise of independent judgment in carrying out technical details of the work. Supervision may be exercised over the work of student assistants or trainees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Repairs, adjusts, calibrates and cleans microcomputers and their peripherals, scanners, CDRW, etc;
Installs computer system equipment and peripherals;
Installs and upgrades computer hardware and software;
May also repair compact disc players, television receivers, VCR's, test equipment and other classroom equipment as warranted;
May also repair and install electronic equipment, including but not limited to, compact disc players, television receivers, VCR's, computers, tablets, Android devices, smartboards, test equipment and other classroom equipment as warranted;
Maintains service and repair records of equipment in hard copy, digitally and/or electronically;
Tests electronic equipment with standard testing equipment;
Orders and maintains an inventory of supplies and parts for computer systems and other equipment in need of repair;
Maintains current maintenance manuals, parts lists and schematics;
Maintains service and repair records of equipment;
Assists supervisor with the preparation of budgetary information for equipment and supplies;
May assist in demonstrating microcomputer use to teachers, administrators, and/or other staff;
Sets up equipment for teleconferences and workshops;
Prepares reports of repairs or other pertinent reports as requested;
Performs related tasks as assigned by supervisor.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the repair and maintenance of microcomputers;
Good knowledge of the testing, alignment and maintenance of microcomputers;
Good knowledge of the tools, terminology and safety precautions involved in electronics repair and maintenance;
Working knowledge of basic electronics, including wiring diagrams, schematics and use of electronic test equipment;
Knowledge of installation and calibration of Smartboards, projection systems and sound systems;
Knowledge of IOS, Chromebooks and android technology, tablets and wireless technologies;
Ability to install, repair, upgrade and maintain a variety of microcomputers, peripherals, scanners, and other electronic equipment;
Mechanical aptitude.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered two-year college or technical institute with an Associate's Degree in electronic technology, computer electronics technology, computer systems technology, computer technology, or related field and two (2) years of paid experience in the installation, testing, repair and support of microcomputers and related equipment; **OR**
- (B) Possession of A+ Certification and two years of paid experience as outlined in (A) **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of paid experience as outlined in (A) above; **OR**
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) or (C) above.