

**Silver Valley Unified School District  
Job Description**

**JOB TITLE:            COMPUTER SYSTEMS SPECIALIST**

**REPORTS TO:        ~~SENIOR DIRECTOR OF TECHNOLOGY SERVICES~~ MAINTENANCE OPERATIONS**

**RANGE:               31 33**

**DESCRIPTION:**

The job of "Computer Systems Specialists" is done for the purpose(s) of providing technical assistance and support related to computer systems, hardware or software. Responds to service requests, runs diagnostic programs, isolates problems and determines and implements a solution. Installs, monitors, and maintains interconnected network devices (appliances) to build and deploy computer operating systems. Installs programs and security patches utilizing a Systems Management Application. Troubleshoot, adjust and repair audiovisual systems. Assists in the installation, maintenance and diagnosis of problems for all instructional and administrative telecommunications equipment.

**ESSENTIAL JOB FUNCTIONS:**

- **Performs** on-site diagnosis of problems pertaining to microcomputers, peripherals and telecommunications equipment for the purpose of ensuring the equipment's availability to users.
- **Performs** routine preventative maintenance and on-site repair for the purpose of keeping equipment in working order.
- **Compiles** and creates custom computer operating systems for the purpose of mass deployment of such operating systems using a systems management software.
- Utilizes management systems software, such as Google Admin Console, Active Director (or similar software) for OS/device/peripheral configuration and maintenance, app/software deployment and policies.
- **Monitors /Delivers** the status and availability of hardware and software security patches for the purpose of ensuring the security of the district network.
- **Installs** microcomputers and peripherals at various district locations for the purpose of assisting students and staff to effectively and efficiently perform their assigned tasks.
- **Recommends** where appropriate, the repair or replacement of equipment for the purpose of ensuring that such equipment meets the needs of district staff and students.
- **Initiates** support requests for warranty to vendors and manufacturers for the timely repair or replacement of defective equipment.
- **Delivers**, sets-up and configures microcomputers and telecommunications equipment to various district sites for the purpose of ensuring the continued availability, and proper operation of such equipment.
- **Removes** from various district sites and coordinates with district warehouse for the disposal of obsolete or non-repairable equipment.
- **Maintains** a spares inventory spreadsheets for student and staff devices, spares, and peripherals appropriate for the support, delivery and timely repair of district devices, computers and telecommunications equipment.
- **Maintains** work area in a clean and orderly environment for the purpose of safely, efficiently and effectively completing his/her assigned tasks.
- Plans, communicates, and executes mass device distribution and collection.
- Provides trainings and support to district users in the use of devices, peripheral devices, and/or of district technology as needed.

**OTHER JOB FUNCTIONS:**

- **Assists** the Director of Technology Services, when necessary, for the purpose of providing the most effective support to staff and students in the operation and implementation of computer and telecommunications programs and equipment.
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**ESSENTIAL JOB REQUIREMENTS-QUALIFICATIONS:**

**Experience required:**

- Minimum, two years of recent experience in the field of microcomputer maintenance and repair.

**Skills knowledge and/or Abilities Required:**

- **Skills:** of operating and troubleshooting varied micro-computer / peripheral equipment and communicating, using understandable terms, with users and vendors.
- **Knowledge:** of standard diagnostic utilities for the Apple and Windows based personal computers and generic software utilities as Sophos Antivirus; networking software such as TCP/IP and various transfer protocols; installation, maintenance and repair of printers; installation, maintenance and repair of Apple and Windows based computers.
- **Ability** to work independently and to understand and carry out oral and written instructions.
- **Significant Physical abilities** include sitting or standing for an extended periods: lifting/carrying (50lbs), stooping reaching/handling and near vision acuity.

**Education required:**

- High School Diploma or equivalent.

**Licenses, certificates and or testing required:**

- California Driver License, TB test, Fingerprint Clearance, Testing appropriate to the position.