



Employment Opportunity  
Butler County Educational Service Center  
November 30, 2018

**POSITION:** Computer Technician

**GENERAL DESCRIPTION:** The Computer technician will serve the partner agencies and implement a service delivery plan for the purpose of maintaining and repairing the districts' computers.

**QUALIFICATIONS:**

- High School Diploma required; certificate from an electronics or computer technical school or equivalent preferred.
- Minimum of two (2) years' experience repairing technology equipment.
- Must have the communication skills necessary to work successfully with all levels of employees.
- Ability to exercise independent judgment and initiative.
- Ability to organize time and work schedule.
- Valid driver's license with good driving record and access to personal vehicle during work hours.
- History of excellent job attendance.
- Must pass criminal background check and be free from communicable disease.

**ESSENTIAL FUNCTIONS:**

- To repair all district technology equipment.
- To perform scheduled preventative maintenance on all equipment.
- To install new technology equipment when necessary.
- To supervise the installation of and the maintaining of computer networks.
- To prepare and present trainings on computer related topics, such as e-mail, Internet, word processing, etc.
- To help the Technology Manager evaluate new equipment.
- To keep the Technology Manager informed concerning the condition of equipment and maintenance needs.
- To maintain an adequate stock of technology component replacement parts.
- To tag new equipment and obtain serial numbers and other information necessary for equipment inventory.
- To analyze the hardware and communication problems presented by the users and provide the support necessary to correct those problems.
- To provide the users the assistance necessary to allow them to work comfortably with their equipment.
- To update, on a timely basis, all necessary documentation to maintain warranties, etc.
- To follow, at all times, the policies and procedures established by the Board and site administrators.
- To perform other tasks, consistent with the position, as assigned by the supervisor.

**OTHER DUTIES AND FUNCTIONS:**

- To serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- To help instill in the students the belief in and practice of ethical principles and democratic values.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of: Board policies and procedures; effective communication procedures; required local, state and federal reports; public relations; effective conferencing techniques; district and community resources; current literature related to equipment maintenance.

Ability to: Interpret policies, rules and regulations; compile and prepare required reports; communicate effectively with all levels of computer users; read and interpret manuals.

Skill in: Use of computer maintenance and repair equipment.

**EQUIPMENT OPERATED:**

Electronic and maintenance equipment, computers and copier and standard office equipment.

**ADDITIONAL WORKING CONDITIONS:**

Occasional: Exposure to unruly children/adults; blood, bodily fluids and tissue.

Periodic: Exposure to inclement weather driving conditions and severe weather.

Frequent: Lifting and moving equipment, boxes, furniture up to 50 pounds; bending, twisting, stooping, and crawling in order to obtain plugs, wires, connections.

**TERMS OF EMPLOYMENT:**

Salary and work year as established by the Governing Board. The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment in the District.

**EVALUATION:**

Performance of this position will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Staff.

- STARTING DATE: Immediately
- SALARY: \$32,000 -\$38,000 based upon education and experience
- BENEFITS: Excellent benefits for all full time employees
- WORK YEAR: Full Time - 260 days
- DEADLINE: Until filled
- APPLY TO: Apply by clicking here: [Application](#)

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The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Human Resources by the deadline.