

**WILLCOX UNIFIED SCHOOL DISTRICT
480 NORTH BISBEE AVENUE
WILLCOX, ARIZONA 85643**

JOB DESCRIPTION

TITLE:

Desktop Technician

POSITION SUMMARY/JOB GOAL:

Maintains operating systems, hardware and software on district computers. Performs installation of technical equipment. Trains new personnel in the use of IT equipment. Trains existing staff on new applications and new technology equipment. Troubleshoots and repairs equipment and applications. Assists Network Administrator and Systems Administrator in troubleshooting problems. Runs Cable and installs new hardware and software where necessary.

REQUIREMENTS:

A+ Technical Certification preferred. Microsoft computer systems certification preferred. Experience in effective and efficient delivery of technical services in a customer-oriented environment preferred. Any equivalent combination of training, education and experience that meets minimum requirements is acceptable. Willingness to be trained. FBI fingerprint background check required. AZ Driver's License required within 10 days of hire, and reliable transportation with ADOT proof of insurance submitted for verification.

REPORTS TO:

IT Coordinator

ESSENTIAL FUNCTIONS:

(THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED).

- Responsible for supporting district computer systems, including management of workstations, notebooks and mobile computing devices.
- Installs, maintains, troubleshoots and repairs district networked computer systems hardware.
- Installs, maintains and troubleshoots district computer systems operating systems and applications.
- Installs, maintains and troubleshoots district computer systems peripheral devices.
- Provides high level technical support to district computer system users.
- Develops and implements project plans for deploying new technology into the district.
- Tests software for compatibility and system integrity within district's data network
- Runs network cable as needed.
- Troubleshoots and repairs network connections.
- Installs and troubleshoots IP phones.
- Performs related duties as assigned.

PHYSICAL TASKS:

Work involves the performance of duties where physical exertion is not always required to perform all aspects of the job. Assistance is available to perform physically demanding tasks if needed. Work involves sitting for extended periods of time, moving from one location to another, reaching, stooping,

climbing, bending and holding and grasping. Visual weakness must not prohibit performance of job duties. Verbal communicative ability may be required of public contact positions. Ability to lift 50 lbs.

MENTAL TASKS:

Communicates, comprehends, and performs job functions from written, graphic and oral instructions and from observing others. Reads and evaluates written materials.

EQUIPMENT, AIDS, TOOLS AND MATERIALS:

Uses office equipment such as telephone, computer, printer and copier as well as job specific tools.

WORKING CONDITIONS:

Works indoors, outdoors (all types of weather), office/school environment, and exposure to noise. Extensive contact with employees, students and public.

EVALUATION:

Performance of this job will be evaluated in accordance with the board's policy on evaluation of professional staff (GDO).

APPROVED BY: _____ DATE: _____
(Superintendent)

REVIEWED AND
AGREED TO BY: _____ DATE: _____
(Incumbent)