

TECHNOLOGY SYSTEMS SPECIALIST

Position Details

Class Code: 1530

Job Family: Information Systems

Classification: Support Professional

Terms of Employment: Pay Grade 54 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, designs, implements, and maintains school-wide computer system networks and assists with the student internship program for the microcomputer support program.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Identifies architectural and construction issues related to computer technology in the rehabilitation and/or construction of a school/department or school/department technology systems.
2. Performs ongoing computer applications cost analyses and equipment specification evaluations to identify equipment/installation costs.
3. Participates and advises administration in the contractual agreements with vendors.
4. Serves as a liaison with district technology personnel and outside vendors.
5. Develops and implements data security systems for networks.
6. Evaluates departmental needs to ensure appropriate hardware and software specifications, program feasibility and district compatibility; works with department to achieve desired results.

7. Installs microcomputers, menus, software, and peripherals such as printers, CD-ROM, laser-disc players, scanners and multimedia devices.
 8. Installs and provides technical support for non-computer technology modules (i.e., robotics, communications and lasers).
 9. Researches and advises staff of new technologies.
 10. Designs and facilitates, in collaboration with administrators, specialized technology programs for district personnel.
 11. Configures and reconfigures hardware and software to match the changing environment.
 12. Installs hardware, software, peripheral and non-computer equipment upgrades.
 13. Uses logical problem determination procedures to isolate faults in microcomputer software, hardware and network systems.
 14. Plans, develops, and directs inventory procedures to accurately reflect technology acquisitions and levels of technology.
 15. Writes, debugs, and maintains microcomputer applications communication and utility programs.
 16. May participate on task forces related to identification of technologies and related technical issues.
 17. May design and install local and wide area networks; write library documentation and topology maps for networks.
 18. May provide technical assistance to teachers, students and/or staff for hardware, software and peripherals.
 19. Conforms to safety standards, as prescribed.
 20. Performs related duties, as assigned.
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Distinguishing Characteristics

None Specified

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of business English and spelling.
2. Knowledge of network installation practices.
3. Knowledge of network operating system programming languages.
4. Knowledge of microcomputer software packages used in the business community, school administration, and/or school curriculum.

5. Knowledge of basic School District work policies and guidelines; thorough knowledge of departmental practices and procedures.
 6. Ability to understand and follow written and oral instructions.
 7. Ability to clearly communicate information both verbally and in writing.
 8. Ability to exercise judgment as to when to act independently and when to refer situations to an administrator.
 9. Ability to read building designs and blueprints as they relate to technology and network requirements.
 10. Ability to contribute effectively to the work unit goals, objectives, and activities.
 11. Ability to use various methods, procedures, techniques and program languages used in implementing, maintaining, and fine-tuning hardware, software, communications and databases.
 12. Ability to maintain current knowledge of technology and new computer customer applications.
 13. Ability to access, operate and maintain various software applications; ability to read, update and maintain various records and files.
 14. Ability to operate basic office equipment (i.e., computer terminals, printers, copy machines, telephone systems, facsimile machines).
 15. Ability to establish and maintain effective working relationships with school personnel, supervisors, students, vendors and/or the general public.
 16. Ability to work independently to carry out assignments to completion.
 17. Ability to perform duties with a professional and cooperative work ethic.
 18. Ability to maintain confidentiality.
 19. Ability to work flexible hours as necessary for the efficient operation of the department.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc).
2. Minimum of 24 college credit hours in computer science and/or information systems; or,
3. Five (5) years experience in microcomputer systems support including: technology specification and installation, Novell Netware, DOS and Macintosh platforms, programming, and data communications.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (Q.S.P.) placement and at time of interview prior to final selection.

Preferred Qualifications

1. Possess physical and mental stamina commensurate with the responsibilities of the position.
 2. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.
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Document(s) Required at Time of Application

1. High school graduation or other equivalent (i.e., GED, foreign equivalency, etc.).
 2. College transcript (s), if applicable.
 3. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Copy of current driving history (dated within six (6) months from date printed) issued by the Department of Motor Vehicles.
 5. Evidence of technology specification and installation, Novell Netware, DOS, and Macintosh platforms, programming, and data communications.
 6. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Office settings and schools (i.e., classrooms, computer labs, libraries, etc.).

Work Environment

Strength

Sedentary to medium – exert force 20-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Occasional climbing and crawling. Frequent stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity and color vision. Vision to read printed materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Climate controlled office settings and exposure to moderate to loud noise intensity levels.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals, and fumes (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

None Specified

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 09/24/20
- Created: 01/11/94