TECHNOLOGY SYSTEMS SPECIALIST

Class Code: 1530  
Job Family: Information Systems  
Classification: Support Staff  
Terms of Employment: Pay Grade 54 on the Support Staff 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.
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.
DISTINGUISHING CHARACTERISTICS:
None Specified

KNOWLEDGE, SKILLS AND ABILITIES:
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.

POSITION REQUIREMENTS:
Education, Training, and Experience:
1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, 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 driving history 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.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:
1. High school graduation or other equivalent (i.e., college, technical, or trade school transcript, 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 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.

EXAMPLES OF ASSIGNED WORK AREAS:
Office settings and schools (classrooms, computer labs, libraries, etc.).

WORK ENVIRONMENT:
Strength: Sedentary to medium - exert force 20-50 lbs., occasionally, 10-25 lbs., frequently, or up to 10 lbs., constantly.

Physical Demands: 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, 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 (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

EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION
The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.

01/11/94
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