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; assists with the microcomputer support student internship program.

Essential Duties and Responsibilities

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

1. Identifies issues present in technology systems construction/rehabilitation projects.
2. Performs ongoing computer applications cost analyses and equipment specification evaluations to identify equipment/installation costs.
3. Participates in and advises administration of contractual agreements with vendors.
4. Serves as a liaison with Clark County School District technology personnel and outside vendors.
5. Develops and implements data security systems for networks.
6. Evaluates departmental needs to ensure appropriate hardware/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 drives, 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 specialized technology programs for District personnel in collaboration with administrators.
11. Configures and reconfigures hardware/software to match changing environments.
12. Installs hardware, software, peripherals, and non-computer equipment upgrades.
13. Uses problem-solving skills to isolate faults in microcomputer software, hardware, and network systems.
14. Plans, develops, and directs inventory procedures to accurately reflect technology acquisitions and capabilities.
15. Writes, debugs, and maintains microcomputer applications, including communication and utility programs.
16. May participate on task forces related to identifying technologies and technical issues.
17. May design and install local and wide area networks; write library documentation and topology maps for networks.
18. May assist teachers, students, and/or staff with 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 (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 businesses and schools.
5. Knowledge of basic District work policies and guidelines; thorough knowledge of departmental practices and procedures.
6. Ability to understand and follow written and verbal instructions.

7. Ability to clearly communicate information both verbally and in writing.
8. Ability to judge 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 work unit goals, objectives, and activities.
11. Ability to use various methods, procedures, techniques, and programming languages used in implementing, maintaining, and fine-tuning hardware, software, communications, and databases.
12. Maintain knowledge of current technology and new computer applications.
13. Ability to access, operate, and maintain various software applications; ability to read, update, and maintain various records/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 public.
16. Ability to work independently and 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.
20. Possess physical and mental stamina commensurate with the responsibilities of the position.

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 from an accredited college or university in computer science/information systems; or,
   Five (5) years of experience in microcomputer systems support including technology specification/installation, Novell Netware, DOS and Macintosh platforms, programming, and data communications.

Licenses and Certifications
A valid driver's license or state-issued identification card.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
2. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.)
3. College transcript(s), if applicable.
4. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

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

Work Environment

Strength

Sedentary to medium – exert force of 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, via video conference and computers, or over the telephone. Vision: Frequent near acuity; occasional far acuity and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

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

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

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 06/06/23
- Created: 01/11/94