

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: COMPUTER TECHNICIAN II – NIGHT SHIFT**

#### **BASIC FUNCTION:**

Under the direction of the Technology Services Director or designee, operate and maintain District applications including the Student Information System, Financial System and others; maintain assigned District computer databases; initiate, process, and print daily computer production jobs according to established time lines; perform nightly system backups; maintain data backup catalogs; perform system maintenance functions as needed.

#### **ESSENTIAL FUNCTIONS:**

Operate District computer systems, including the Student Information and Financial systems.

Perform nightly system backups on production systems.

Maintain and inventory data storage media.

Maintain assigned District computer databases.

Initiate and process daily computer production jobs, including ad hoc report requests according to established time lines; perform data control and distribute nightly production runs; design and generate a variety of computerized reports.

Prepare and maintain written procedures for various computer operation functions.

Assist and perform the duties of other Department personnel as required; assist in performing system management duties.

Maintain inventory of computer and production related supplies.

Perform related duties as assigned.

#### **DEMONSTRATED KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Principles, methods and procedures of operating servers, computers and peripheral equipment.

Computer hardware systems and software applications utilized by the District.

Diagnostic techniques and procedures used in computer hardware and software repair.

Scheduling requirements for special projects and production runs.

Record-keeping and report preparation techniques.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Basic math.

## **Computer Technician II – Night Shift - Continued Page 2**

### **ABILITY TO:**

Operate the Student Information System, Financial Systems and related computer applications, as related to a production environment.

Create and maintain documentation related to nightly operational tasks.

Provide in-house training to other technicians regarding changes and updates to nightly operational procedures.

Maintain assigned District computer databases.

Process and print a variety of computer production runs according to established time lines.

Operate computers and peripheral equipment properly and efficiently.

Troubleshoot and repair basic system malfunctions and maintain system operation.

Work in a fast paced production environment.

Work independently and unsupervised.

Type accurately.

Meet schedules and time lines.

Maintain records and prepare reports.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain consistent, punctual and regular attendance.

Move hands and fingers to operate a computer keyboard.

Hear and speak to exchange information.

Sit for extended periods of time.

See to view a computer monitor.

### **EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school and two years experience as a computer technician, including one year experience in an operations/production environment.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Indoor environment.