

**SCHOOL DISTRICT NO. 85
(Vancouver Island North)**

**CLASSIFICATION DESCRIPTION
COMPUTER NETWORK TECHNICIAN**

DEPARTMENT: IT

JOB SCOPE

Reports to Secretary-Treasurer.
Supports the use of educational and administrative computers in the district.
Designs, installs, troubleshoots, repairs and maintains various networks, computers, software and other related electronic systems/equipment.
Provides in-service to staff on the use of computers and software.
Works without close supervision.
May direct maintenance employees with other classifications.

MAJOR DUTIES AND RESPONSIBILITIES

Designs, installs, troubleshoots, repairs and maintains all school and district network equipment, computers, software and other related electronic systems/equipment.
Determines when commercial repair is required.
Monitors inventory levels of stock materials and recommends purchase of necessary items.
Plans and schedules work in order to provide prompt and efficient on-site service and carries out a preventative maintenance program.
Maintains detailed records of all work performed.
Provides technical assistance and in-service to staff on the use of network equipment, computers and software.
Recommends various computer hardware and software purchases.
Ensures the security of networks, computers and information.
Performs other duties necessarily incidental to those assigned above.

QUALIFICATIONS AND EXPERIENCE

Secondary school graduation (with Dogwood Certificate or equivalent). Successful completion of a two year Computer Technology program at a recognized post-secondary institution and a current Microsoft Certified Systems Engineer designation.
Ability to maintain good working relationships with other school district staff and general public.
Good interpersonal and communication skills.
Ability to understand and effectively carry out oral and written instructions.
Ability to plan and carry out an effective work schedule with a minimum of supervision.
Ability to use tools and equipment safely and skillfully.
Knowledge of multimedia, telecommunications, internet applications and various operating systems.
Valid B.C. class 5 driver's licence.
Five years recent experience in the maintenance of computer networks (and preferably with recent Microsoft Server O/S versions).

Revised: Nov. 2004
Revised: Apr. 2009
Revised: May 2012
Revised Jun. 2015