

## Union Public Schools Job Description

**Position Title:** Media/Computer Technician - Site  
**Department:** School Site  
**Reports To:** Site Administrator

**FLSA Designation:** Non-exempt

**SUMMARY:** Serves as Technology support staff, while assisting in all services and functions of the Library Media Center.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Provides training to site staff on software, hardware and computer lab operation; includes small and large group training.
- Provides initial hardware and software support to site staff.
- Performs initial diagnoses of hardware and software problems and repairs if possible.
- Installs software.
- Performs virus scans.
- Maintains the hardware and software in the site computer labs.
- Maintains an inventory database of the technology hardware at their site.
- Works with students on a limited basis; assists with student instruction in computer lab.
- Serves as on-site systems operator for all servers in the building.
- Tracks hardware that is sent out for repair.
- Responsible for tracking Technology work requests from the sites.
- Software duplication on MECC programs.
- Audio-Visual equipment distribution.
- Minor equipment repairs, cleaning and maintenance.
- Places orders and maintain records for media ordered from the Tulsa County Film Library and the Union IMC.
- Off air taping, videocassette duplication and shelving.
- Data entry, library correspondence, AV requisitions, order forms and purchase requests.
- Works well with both supervisors and other members of the team.
- Works with various software applications, entering and retrieving data as needed.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** High school diploma or general educational degree (GED), with one (1) to three (3) years of office work experience. Six (6) months to one (1) year related experience and/or training preferred or equivalent combination of education and experience. Basic knowledge of Macintosh and Windows computer hardware and software.

Must be able to work with others in a demanding pressured atmosphere and must be flexible in adapting to changing workload. Willing to learn (training will be provided) the latest software and hardware. Basic knowledge of navigating the Internet.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None.

**LANGUAGE SKILLS:** Ability to comprehend technical instructions, short correspondence and memos. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to present information in one-on-one and group situations to staff members. Ability to fill out simple forms. Ability to write routine reports and correspondence.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to computer rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:** Ability to operate personal computer. Ability to work with media equipment such as video, laminating machine, fax and typewriters. Must be able to pass a typing test at 55 words per minute. Ability to speak clearly and concisely both in oral and written communication. Ability to establish and maintain effective working relationships with staff and the school community.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, stoop, reach with hands and arms and talk or hear. This job required the use of hands and fingers to handle or feel objects, tools, or controls. Hand and finger dexterity for operating computer equipment and peripherals is required. The employee is occasionally required to lift and/or move up to 50 pounds, such as a Macintosh computer, a monitor, CPU or other related equipment. Ability to withstand long term use of Video Display Terminals is required. Specific vision abilities required by this job included close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate, although it can vary depending on daily activity. The employee will work near or with electronic equipment.