

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

INFORMATION SERVICES – COMPUTER TECHNICIAN III

Rate of Pay: **Band # 17**

Location: **District**

SUMMARY

- Creates and integrates applications into our existing IT framework.
- Optimizes network infrastructure and applications from end to end.
- Provides guidance to other department members on IT infrastructure and problem resolution.
- Plans & handles project implementation & assists in the creation of a service oriented network architecture
- Provides technical advice, services, installs, alters repairs and maintains District computer hardware, software and communication systems, automated building controls and security systems.

DUTIES & RESPONSIBILITIES

- performs all duties and tasks associated with the position of Computer Technician II
- works as a senior team member to set best practices & enhance the District's investment in Information Technology
- assists in the development of procedures related to computer and electronics usage
- creates electronic solutions to information distribution
- keeps abreast of developments in technology and assists co-workers in this area
- designs, installs and maintains LAN and WAN architecture
- researches products & makes recommendations for the purchase/disposal of computer equipment
- trains and assists district employees on the use and potential of district computer systems
- periodic supervision of summer students or Computer Technician I
- maintains the confidentiality of sensitive information seen or heard

QUALIFICATIONS

KNOWLEDGE

- completion of Grade 12 (Dogwood Certificate)
- Diploma in Information Technology plus additional related current coursework
- BC Driver's License - Class 5 with an exemplary driving record as demonstrated by a current driver's abstract
- WHMIS 2015 and familiarity with Work Safe BC (WCB) safety procedures

EXPERIENCE

- six years of current relevant work experience, including two years of networking administration communications systems, LANs, WANs and the Internet
- successful project design and implementation experience
- extensive experience with office software and equipment

SKILL & ABILITIES

- consistently shows sharp organizational skills and is detail-orientated in all aspects of work
- gifted at learning new technologies and implementing them effectively
- uses good judgment and initiative in identifying, adapting and applying procedures and approaches to address unusual problem situations and resolve most conflicts
- mastery of LAN and WAN systems and interrelationships with troubleshooting and diagnostic ability
- solid understanding of multiple scripting technologies
- understands business process change as part of the design and implementation cycle
- demonstrate mastery in administering a mail and work group system
- ability to work on multiple projects at the same time
- strong ability to prepare procedural manuals and appropriate documentation for others
- disciplined and systematic approach to completing assigned responsibilities and tasks
- uses human relations skills to communicate ideas and influence members of a team to achieve department goals
- Tact, diplomacy and human relations skills are required for frequent contacts of a difficult specialized or sensitive nature for the purposes of influencing, persuading or securing the co-operation of others
- physical ability to perform the duties
- ensures quality workmanship and safety of work sites