



# RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

1755 Airport Blvd. ~ Red Bluff, CA 96080 ~ Bus: (530) 527-7200 ~ Fax: (530) 527-9308  
www.rbuesd.org

## CLASSIFIED POSTING OPENING ANNOUNCEMENT

**OPENING for TECHNOLOGY SUPPORT SPECIALIST  
DISTRICT WIDE (#406)**

**12 months per year, 8 hours per day  
Monday through Friday – 7:30 AM TO 4:30 PM  
SALARY Range 35 = \$26.26 to \$29.62**

### **GENERAL SUMMARY:**

Under general direction of the Superintendent/designee: The Technology Support Specialist provides technical support services for local, wide, and community information systems via high speed networks to schools, administrative departments, students and faculty. The Red Bluff Union Elementary School District (RBUESD) Technology Services Department maintains and repairs a variety of desktop computers and servers while performing installation, repair, and troubleshooting work on a variety of multi-media electronic equipment along with other essential job-related necessities.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Provides competent onsite technical support for educational systems infrastructure and program users including local area (LAN), and wide area (WAN), networking encompassing PC and Macintosh desktop environments
- Knowledgeable with core client/server and internet technologies (mainly Ethernet and TCP/IP) to ensure stable deployment of network-related District level management applications and School level classroom student services
- Assists in problem resolution of technical issues encompassing operating systems, desktop computer applications, network protocols, and software applications anomalies within multiple school site locations around the District
- Responds to help desk referrals; confers with computer and technology staff and users to resolve problems related to network-related hardware and software functions and in preparing areas for installation, including planning for power, environment, and cabling.
- Provides assistant services support for central SQL Server platform applications, Web development and design along with familiarity of Microsoft's Office suite of applications and database architectures
- Assists in evaluating network hardware, software, and related tools and materials; prepares necessary topology drawings, schematics, diagrams, specifications, and sketches; writes standards on the use, maintenance, and interfacing to communications networks.
- Assists in maintaining parts and supplies inventory; uses hand truck and carts in delivering and removing equipment.
- Assists in performing diagnostic evaluations of faulty equipment, analyzes results, and takes corrective actions to assure systems and infrastructure availability
- Assists in change control, inventory, and other necessary records, and prepares various reports as required.
- Installs microcomputer and peripheral equipment at District sites; makes adjustments to, repairs (to the component level) and/or makes recommendations for the repair of microcomputers, including printers, disk drivers and monitors.
- Assists in providing operating instruction to District staff; checks equipment for proper operation and maintains records of repair work; maintains parts inventory and recommends equipment and parts purchases when applicable.
- Assembles, installs, repairs, and performs major and routine maintenance on various audio-visual equipment, including projectors, public address systems, tape recorders, phonographs, and other types of audio-visual equipment; orders repair parts.

- Complies with applicable state, local, and federal rules, regulations, and laws, as well as the policies and procedures of the District.
- Establishes and maintains effective working relationships with a variety of groups, including teachers, students, administrators, coworkers, vendors, consultants, and others as required.
- Demonstrates and models safe, prudent, and healthful work behaviors and practices; identifies and works toward the elimination of unsafe or unhealthy work area conditions.
- Performs other essential job-related work as required.
- Has the ability to learn quickly, can adapt to various tasks concurrently, has self-management discipline and understands IT systems architecture logic fundamentals

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

### Knowledge of:

- Hardware and software network products, including knowledge and familiarity with Novell Network Operating System, Macintosh and SQL to Windows XP microcomputers; data communications equipment and microcomputer hardware and software products, such as print servers, file servers, modems, concentrators, and related products
- Data and voice communications facilities, hardware, and media such as leased and switched lines, coaxial cable, twisted pair
- Network technologies and design skills in the area of educational and administrative network design
- Internetworking and distance computing, educational and administrative network design, maintenance and implementation

### Ability to:

- Install, operate, maintain, and repair a wide variety of electronic equipment, operating systems (such as Mac, DOS, Windows, Novell, UNIX) other software applications, and network devices
- Communicate effectively with all users requiring services
- Plan, lay out, and organize work
- Work with a minimum of direct supervision
- Accurately estimate labor and material costs
- Effectively supervise the work of other assigned employees
- Maintain preventive maintenance records and prepare clear and concise reports
- Understand and follow oral and written directions
- Establish and maintain cooperative working relationships with other District employees, students, vendors and suppliers, and others contacted in the course of work

## **WORKING CONDITIONS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects
- This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods, working in awkward postures, high places, and tight spaces as a result of attic or under-floor cable-related duties
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

## **ENVIRONMENTAL CONDITIONS**

The work environment indicated below are examples of the environmental conditions this position classification must expect in carrying out the essential job functions.

The work is performed primarily in an indoor environment

Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced

Exposure to adhesive and cleaning solvents/chemicals

Exposure to moderate to loud noise and vibrations

Exposure to electromagnetic fields

Possible exposure to electric shock

## **CONTACTS**

Daily contact with students, teachers, school and District staff.

Occasional contact with parents and community members

## **OCCUPATIONAL CERTIFICATES/LICENSES**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

### Experience:

One year of experience at the journeyman level in the installation, operation, maintenance, and repair of electronic equipment, operating systems (Mac, DOS, Windows, Novell, UNIX, etc.), other software applications, and networking devices.

### Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in electronic and technological theory, and in the operation, maintenance, and repair of electronic equipment, operating systems (Mac, DOS, Windows, Novell, UNIX, etc.), other software applications, and networking devices.

### License Requirement

Possession of a valid California Motor Vehicle Operator's License.

## **EMPLOYMENT STANDARDS**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

## **CLOSING DATE FOR FILING APPLICATIONS**

Those interested please **submit the items below, no later than Thursday, September 10, 2020 by 4:00 pm.** We would like to encourage you to include additional job skills and information that address your qualifications for this position. Please be sure to include your contact information.

1. Interest Letter
2. Resume
3. Classified Application or EdJoin Application

An interview shall be held with all DISTRICT employees who apply and meet the minimum requirements for the position.

**AN EQUAL OPPORTUNITY EMPLOYER**