

March 2011

Computer Tech I

Job Description

Exempt: No
Department: Information Systems
Reports To: Information Systems Director
Location: Information Systems Department - City Hall
Date Prepared: September 10, 2012
Date Revised: September 12, 2012

GENERAL DESCRIPTION OF POSITION

Support of desktop computer systems, police car/fire truck computer systems, printers, software and etc for all city departments

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. PC and other computer equipment repair/maintenance/installation. This duty is performed daily.
2. Ensure critical applications and systems are functioning. This duty is performed daily.
3. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 12 to 18 months related experience and/or training. Or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence. Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; 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 compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

A+

SOFTWARE SKILLS REQUIRED

Basic: 10-Key, Alphanumeric Data Entry, Database, Presentation/PowerPoint, Programming Languages, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Not indicated.

PLANNING

Limited responsibility with regard to specific assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit infrequent opportunity for decision-making of minor importance and which would only affect the operating efficiency of the individual involved to a slight degree.

MENTAL DEMAND

Light mental demand. Operations requiring intermittent directed thinking to carry out predetermined procedure or sequence of operations of limited variability. Operations requiring intermittent attention to control machine or manual motions.

ANALYTICAL ABILITY / PROBLEM SOLVING

Repetitive. Activities or duties using a pre-determined set of processes or directions coupled with nearby supervision. Learned things in situations where choice is simple or patterned.

SUPERVISORY RESPONSIBILITIES

No supervision.

Supervises the following departments: none

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Ordinarily has little, if any, association with funds, supplies, equipment or other property where there would exist any appreciable opportunity for damage, misappropriation, or other monetary loss.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT

Established. Specific, detailed processes and instructions with immediate supervision.

ANNUAL MONETARY IMPACT

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Minimal impact. Job has little or no impact on the organization's end results. Job is focused on non-decision making activities or inconsequential duties.

PUBLIC CONTACT

Occasional routine contacts with persons outside the organization. This would include contacts with suppliers, mail service, etc.

EMPLOYEE CONTACT

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular personal computer support, technical help, and/or basic software support, database analysis, level I technician, project coordination, installation and help desk.

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

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

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions, wet or humid conditions, extreme cold, extreme heat, risk of electrical shock; .The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is continuously required to use hands to finger, handle, or feel, reach with hands and arms, talk or hear; regularly required to stand, walk, stoop, kneel, crouch, or crawl, taste or smell; occasionally required to climb or balance. The employee must occasionally lift and/or move up to 100 pounds; regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include peripheral vision.

ADDITIONAL INFORMATION

Not indicated.

*MARCH 2011
Job Description for Computer Tech I*

*Printed 09/19/2012 at 12:56 PM
DBCompensation System - www.dbsquared.com*

Job Description Acknowledgement

I acknowledge that I have read the Job Description for this position and understand the requirements, responsibilities, and duties therein. I have reviewed this Job Description with my supervisor and can perform the essential functions of the position. I have discussed any questions I may have had about this Job Description prior to signing this form.

Employee Name(printed): _____ Date: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____