



Upper Saddle River Schools  
Upper Saddle River, NJ 07458

## JOB DESCRIPTION

### COMPUTER/NETWORK TECHNICIAN (LEVEL I)

**I. Title:** Computer/Network Technician (Level I)

**II. Qualifications:**

- A. Associate's degree in computer science or information systems or comparable experience with computer hardware, software, networks, and websites.
- B. Required criminal history check and proof of U.S. citizenship or legal resident alien status.

**III. Primary Function:** Assists Executive Director of Technology for Quad Districts and Assistant Director of Technology Media Services with all areas of district technology.

**IV. Reports to:** Executive Director of Technology for Quad Districts

**V. Major Duties and Responsibilities:**

- A. Perform installation, repair, and maintenance work on equipment all district hardware.
- B. Support staff members by resolving technical issues as they arise
- C. Assist with installation of network and phone drops as the needed.
- D. Work under supervision of senior IT department staff in maintenance of servers
- E. Responsible for imaging desktop, laptop, and tablet computers
- F. Assist with technology staff development as needed.
- G. Assist Executive Director of Technology for Quad Districts and Assistant Director of Technology Media Services with installation of various pieces of hardware as needed.
- H. Assist with maintaining an accurate inventory of computer hardware
- I. Troubleshoot problems that arise on desktop, laptop, and tablet computers
- J. Staying updated on the latest computer periphery
- K. Coordinating with other technicians about the computer issues

**VI. Terms of Employment:** As per contract.

**VII. Compensation and Benefits:** As per contract.

**VIII. Evaluation:** Annually by the Executive Director of Technology for Quad Districts

Approved: 4/23/2012

Revised: 1/12/2015