

SYSTEMS TECHNICIAN

GENERAL STATEMENT OF DUTIES: This classification performs installation, maintenance, repair, troubleshooting and security on County computers, AS/400, GIS systems, and printers.

SUPERVISION RECEIVED: This classification works under the direct supervision of the IT Manager.

SUPERVISION EXERCISED: This classification does not exercise supervision over other classifications, but may supervise extra-help and clerical support staff as assigned.

EXAMPLES OF PRINCIPAL DUTIES: An employee in this classification will perform any or all of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Performs installation, maintenance and repair of all County information systems.
2. Performs cabling and hardware configuration on AS/400's and network connections within the County.
3. Assists departments in determining equipment hardware and software needs.
4. Performs installation, maintenance, repairs and system backup on the County AS/400 and GIS system.
5. Provides user training in computer, printer, AS/400, GIS and software use.
6. Maintains County inventory on hardware and software.
7. Assists with planning, design, testing and maintenance of the County web page.
8. Other duties as assigned by management.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILL AND ABILITY: Must be able to follow oral and written instructions. Must be knowledgeable in the technical function of computers. Must be knowledgeable in DOS and Windows applications, GIS, Ethernet, 10/100 Base-T, and networking. Must be able to work harmoniously with fellow employees and the public.

SPECIAL REQUIREMENTS: Must have knowledge of AS/400 TWINAX and Twisted Pair-Daisy Panel wiring. Must be able to configure workstations, PC and terminals (local and remote) in AS/400. Must pass a comprehensive criminal, civil, and personal background check. Must possess a valid Oregon Driver's license.

PHYSICAL REQUIREMENTS: Must be able to lift and carry 100 pounds. Other physical demands may require bending, keyboarding, pulling, pushing, and walking.

EXPERIENCE AND TRAINING: Minimum of 2 years experience in computer and printer repair and use of diagnostic software. Secondary education with emphasis in related field preferred.