



Fremont Union High School District

Position: Digital Systems Specialist

Department/Site:	School	Range:	115
Reports to/ Evaluated by:	Assistant Principal	Work Year:	225
		Months:	11

Summary of Basic Functions & Responsibilities

Under the direction of the Assistant Principal, provide specialized digital support services to the digital laboratory, broadcast center and digital equipment users throughout an assigned high school site. Perform technical repairs, maintenance and installation of computers and peripheral equipment; plan, organize and schedule digital laboratory activities. Understands and works effectively with people of differing cultures.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Support digital laboratory systems and the broadcast server.
- Work with a wide assortment of digital equipment in a laboratory environment.
- Provide specialized user support services at an assigned high school. Train and assist students, faculty, staff and administrators with digital computer hardware software operation, and peripherals.
- Perform technical duties in the installation, maintenance and repair of a variety of digital computers and peripheral equipment including digital cameras, sound equipment, monitors, scanners and others; order replacement parts and other materials as needed.
- Prepare the laboratory for scheduled use by teachers.
- Respond to reports of equipment malfunction and software problems; troubleshoot, test, adjust and repair digital hardware; refer repairs requiring factory service or warranty-covered repairs to appropriate vendor or service agency in accordance with established guidelines. Deliver and pickup equipment as needed.
- Develop and implement a comprehensive preventive maintenance program for digital computer equipment and peripherals campus-wide. Test, clean and adjust equipment as needed.
- Maintain an inventory of digital computer hardware and software. Maintain other records on assigned equipment and utilization. Monitor software license compliance.
- Research and recommend the purchase, replacement or disposal of digital computer and peripheral equipment. Research and identify software solutions in response to faculty and administrative requests.
- Attend a variety of workshops, conferences and seminars to maintain current knowledge of technological advances in the digital computer field.
- Train and provide work direction to student assistants as assigned.
- Prepare and maintain records and reports related to digital equipment inventory, maintenance requests and purchases.
- Operate a variety of test equipment, hand tools and power tools. Operate a vehicle incidental to work activities.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- Requires working technical knowledge of methods, materials and equipment used in operating and maintaining a digital computer laboratory and broadcast center.
- Requires knowledge of operation and maintenance of digital computer equipment and related hardware and software.
- Requires a basic knowledge of record keeping techniques.
- Requires knowledge of interpersonal skills
- Requires oral and written communication skills.
- Requires knowledge of technical aspects of field of specialty.
- Requires a basic understanding of proper methods of storing equipment, materials and supplies.
- Requires an understanding of preventive maintenance techniques.
- Requires knowledge of health and safety regulations.
- Requires general digital electronics skills.

Abilities:

- Requires the ability to provide specialized user support to students, faculty, staff and administrators at an assigned site.
- Operate a variety of digital computers, printers and other peripheral equipment.
- Perform general repairs on digital computer and related hardware and software.
- Maintain accurate records, inventories and files.
- Install, configure and network computer equipment.
- Maintain current knowledge of technological advances in the field.
- Work independently with little direction.
- Check equipment and load appropriate software onto a system.
- Lift and move computer equipment weighing less than 50 pounds.
- Perform preventive maintenance on computers and related equipment.
- Establish and maintain cooperative and effective working relationships with others.

Physical Abilities:

- Requires ambulatory ability to move to various office and classroom-type locations and to bend, stoop, crawl and reach to install cables and equipment.
- Requires sufficient hand eye coordination and dexterity to make small component connections.
- Requires sufficient visual acuity to read technical documents and instructions and align small components.
- Requires sufficient auditory ability to carry on routine conversations.
- Requires the ability to lift, push, and pull objects of medium weight (less than 50 lbs.) on an occasional basis.
- Requires the ability to work in confined areas with noise variations, dust, and limited ventilation.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- The position requires a high school diploma or its equivalent supplemented by two years of college-level course work in digital production or related field and two years experience in the operation and maintenance of digital computer equipment and cameras.

Licenses & Certificates:

- May require a valid driver's license. Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

- Work is performed indoors where some safety considerations exist from physical labor, positioning in cramped areas, and handling of medium weight, yet, awkward materials.