



Send Application and Information to:

Department of Personnel
P.O. Box 1388
Port Arthur, TX 77641-1388

Posting

(Vacancy Announcement)

Position Title: Computer Technician

Posting Date: October 9, 2009

Deadline: Until Filled

Location: Technology Department

Salary Range: \$35,247-\$50,574

Length of Work Year: 220 days

Education (Certification/License): Bachelor's degree or equivalent experience in network administration preferred.

Experience: Two years experience performing network maintenance preferred.

Special Knowledge/Skills:

- Knowledge of LAN and WAN network design and installation.
- Knowledge of network hardware and software applications including network servers, printers and other equipment.
- Ability to analyze and resolve computer network problems.
- Strong organizational, communication and interpersonal skills.
- Install and upgrade computers and peripherals throughout the district.
- Install network cabling and network peripherals throughout the district.
- Relocate computer hardware, peripherals, and equipment as needed.
- Install and configure software as needed.
- Assist with the installation, maintenance, troubleshooting, and repair of data communications circuits and equipment.
- Diagnose and repair equipment including printers, terminals, and personal computers.
- Service equipment according to established preventive maintenance schedule.
- Maintain accurate updated records of preventive maintenance.
- Maintain accurate records of time and materials required to perform repairs and service.
- Operate tools and equipment according to prescribed safety procedures.
- Follow established safety procedures and techniques to perform job duties including lifting, climbing, carrying, etc.
- Correct unsafe conditions in the work area and report any conditions that are not correctable to the supervisor immediately.
- Respond to after-hours emergencies as needed.
- Service equipment according to established preventive maintenance schedule.
- Maintain accurate updated records of preventive maintenance.
- Mental Demands/Physical Demands/Environmental Factors: Repetitive hand motions: prolonged use of computer. Lifting and moving of heavy equipment; stooping, bending and kneeling. Work on-call and after hours.
- Perform other duties and functions as assigned by the Executive Director of Technology, Management Information and Assessment Services.

Application Procedures: **District Employees:**
Letter of Interest and updated résumé.

Non District Applicants:
1. Letter of Interest for each position.
2. Current résumé.
3. Completed application.
4. Copy of transcript(s).
5. Criminal record release.

Contact Person: Jimmy Wyble

Contact Numbers

PH: (409) 989-6282; (409) 989-6251; FX (409) 983-2733; www.paisd.org