



## **Waterloo Community Unit School District #5**



**Job Title:** Computer Technician

**Job Role:** The role of District Computer Technician is to manage day to day technology work order requests as well as support district staff with technical assistance.

**Reports TO:** District Director of Technology

### **Job Responsibilities**

- Deploy computer hardware as needed.
- Maintain computer equipment and software to ensure secure and efficient operations.
- Provide technical assistance and resolution as necessary.
- Repair computer hardware and servers as required.
- Set up new computer systems and perform routine maintenance.
- Test and implement new software programs.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Technology Department.

### **Knowledge/Skills**

- Ability to read and understand technical manuals.
- Ability to multitask and prioritize projects effectively.
- Ability to learn new products at a fast pace.
- Ability to work independently.
- Ability to establish and maintain effective working relationships.
- Ability to communicate with diverse individuals and/or groups.
- Ability to adapt to changing work priorities.
- Ability to work with frequent interruptions.
- Excellent verbal and written communication skills.
- Excellent PC troubleshooting skills.
- Good understanding of product documentation and end user documentation.
- Strong technical background and ability to decipher end users' needs.
- Strong understanding of database applications.
- Strong problem-solving abilities.

### **Job Requirements: Minimum Qualifications**

Associate degree required, preferably in computer science or related field

### **Terms of Employment**

This is a twelve-month position. Salary to be determined by the Board of Education. All new hires must pass a background check and TB test.

**Interested applicants should email a Resume and Cover Letter to Nick Hergenroeder District Director of Technology [nhergenroeder@wcusd5.net](mailto:nhergenroeder@wcusd5.net)**