

SCHOOL DISTRICT No. 64 (Gulf Islands)

Job Description

Information Technology Technician

SUMMARY

Under direction analyzes, installs, configures, and maintains local area networks, software, hardware and related technology; provides technology support to district staff. Maintains wide area network services, security and content filtering.

DUTIES

- Researches, designs, manages and configures wide area network
- Researches, designs, manages and configures local area networks including software installation and configuration. Manages user accounts
- Provides service and support for district devices and software
- In consultation with supervisor(s) and end users, researches, recommends and orders parts, equipment and software
- Maintains appropriate records, including network configurations, software licences and inventory of district equipment
- Manages work order system
- Supervises assistant(s)

Performs other assigned comparable duties within the area of knowledge and skills required by the job description.

QUALIFICATIONS

- Grade 12
- Two year Information Technology program at an accredited post-secondary institution
- Minimum of five years recent and relevant experience in multi-platform environments
- Specialized relevant training, (e.g. Certification in Apple, Microsoft, Cisco, Linux, Palo Alto, Ruckus and/or network tools)
- Valid BC driver's license
- Working knowledge of loading/lifting techniques, sufficient strength and agility to perform a variety of manual tasks
- Documented evidence of exemplary interpersonal skills and ability to work independently and as a member of a team

Or equivalent combination of training and experience

DESIRED ASSETS

- Strong interpersonal skills, with the ability and desire to work collaboratively in the school environment

RELATIONSHIPS

- Responsible to Superintendent or designate

APPROVED:

On behalf of:
School District No. 64 (Gulf Islands)



Rod Scotvold
Secretary Treasurer

Oct 27, 2016

Date

On behalf of:
CUPE Local 788



Larry Melious
President

OCT 27, 2016

Date

Classification: Operations VI

JJEC approved date: October 20, 2016