



## CITY OF INGLESIDE JOB DESCRIPTION

### Computer Technician

**Department:** Information Technology  
**FLSA Status:** Non - Exempt  
**Effective Date:**  
**Pay Grade:** 7

#### POSITION SUMMARY

Performs intermediate skilled technical work assisting with the installation, maintenance and support of network systems hardware and software, monitoring backup procedures providing computer system support to users, troubleshooting and solving system problems, maintaining records and files, and related work as apparent or assigned. Work under the general direction of the IT supervisor.

#### QUALIFICATION REQUIREMENTS

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Troubleshoots, and repairs personal computers, servers, and peripheral equipment; performs diagnostic work; resolves issues related to use of equipment or software; assists with implementation of network and software security measures.
- Assists Information Technology Supervisor with the maintenance of the City's telephone system to include installs data and phone lines, jacks, and network cabling; redirects network cables as needed.
- Researches, evaluates, and recommends purchase of computer systems and components; assess needs and provides justification for purchases.
- Assists IT Supervisor with local area network and wide area network resources and configuration
- Assists in the development and implementation of long-range technological goals.
- Assists in installation and configuration local area data communications network which may carry data, voice, and video communications.
- Assists in installation, operation and maintenance of network services, routers, hubs, switches, and other network devices
- Assists in resolving network communications problems
- Assists in installation or repair of Windows computers with standardized applications and networking software
- Assists in maintaining an inventory of the City's computer system and software licenses
- Assists in responding to user questions and explain the operation of network applications and equipment
- Assist in the maintenance of standards and documentation
- Complete assigned health and safety courses to create a safe work environment

## SUPERVISION RECEIVED AND EXERCISED

- Under the direction of the Information Technology Supervisor

## EDUCATION AND EXPERIENCE REQUIREMENTS

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education** – Associates degree with coursework in computer science, or related field

**Experience** – Moderate experience in network and systems administration, or equivalent combination of education and experience.

**License or Certificate** – Valid driver's license in the State of Texas.

Obtain or possess access to equipment at Police Department through CJIS background check within 90 days

<b>Required Education</b>	Associates Degree
<b>Required Experience</b>	Moderate Experience
<b>Combination OK?</b>	YES

## KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Knowledge of network installation, operation, maintenance, and layout
- Knowledge of the operation uses and capabilities of electronic data processing main and peripheral equipment.
- Knowledge of hardware or software procedures and techniques, such as, standard equipment
- Knowledge of integrated telephone system.
- Knowledge of the functions and operating of City departments as it relates to the technological needs of the organization.
- Knowledge of the operation of personal computers and other computerized systems such as, windows server, network equipment, and cameras
- Knowledge of Server Microsoft 2012 or above and Hyper-V
- Ability to write clear and concise reports.
- Ability to analyze software programs and recommend program adjustments.
- Ability to communicate effectively orally and in writing.
- Ability to maintain effective working relationships with associates, contractors, consultants, vendors, and the public.
- Knowledge of CJIS rules and regulations
- Ability to work independently and on a team.

## PHYSICAL DEMANDS

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions*

- This work requires the frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force;
- Work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and

<b>Weight</b>	50 lbs.
<b>Environment</b>	Moderate noisy
<b>Physical Activity</b>	Moderate

arms and repetitive motions, frequently requires sitting and lifting and occasionally requires climbing or balancing;

- Work has standard vision requirements;
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word;
- Hearing is required to perceive information at normal spoken word levels;
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities;
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

**Personnel and Policy Handbook section 3-C**

*“All new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”*

*Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management’s right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.*

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Employee Signature

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Date