

**INDEPENDENT SCHOOL DISTRICT NO. 2711
MESABI EAST SCHOOLS
AURORA, MN 55705**

JOB DESCRIPTION

JOB TITLE: Computer Systems Technician

DEPARTMENT: Facilities and Grounds

QUALIFICATIONS:

- 1) Completion of the Cisco Certified Networking Associate program, or equivalent training.
- 2) Ability to design, install and maintain computer networks and implement network security.
- 3) Competence in administrating Mac OS X 10.9 and 10.10 servers and clients.
- 4) Competence in administrating Windows Server 2008 and Windows 7 and 8 clients.
- 5) Competence in administrating Linux and Unix servers.
- 6) Experience with iOS mobile device deployments and management of iOS profiles and policies.
- 7) Human relation skills consistent with the demands for daily interaction with students, staff and public.
- 8) Ability to lift 70 pounds.
- 9) Valid Minnesota Drivers License

PRIMARY DUTIES:

- 1) Maintaining wired and wireless networks.
- 2) Maintaining desktop, laptop, tablet and server computers.
- 3) Receiving and setting up hardware.
- 4) Diagnosing and troubleshooting hardware failures.
- 5) Maintaining current computer/network inventory.
- 6) Coordinating with external support agencies to resolve faults in a timely manner.
- 7) Maintaining computer peripheral equipment e.g. printers, scanners, projectors and interactive whiteboards.
- 8) Providing technical support for hardware and software issues in the classroom and administrative offices.
- 9) Setting up and maintaining backup system for file servers and district desktop, laptop and tablet computers.
- 10) Making software available to appropriate users.
- 11) Installing and testing new software.
- 12) Distributing files as required for staff use.
- 13) Assist in the maintenance and configuration of internet content filter.
- 14) Manage network user accounts.
- 15) Assist with deployment and maintenance of district security systems.

SUPERVISOR: District Technology Coordinator

WORK DAY/WORK YEAR: 40 hours per week. Workday and times may vary depending on nature of work to be accomplished.

WAGES/BENEFITS: As determined by Master Agreement with AFSCME Local #2780.