



LAGO VISTA ISD VACANCY ANNOUNCEMENT FORM

An Equal Opportunity Employer

Job Title: Computer Technician Assistant
Wage/Hour Status: Nonexempt – \$10 hr

Reports to: Dir. of Technology
Dept./School: Technology

Primary Purpose:

Perform on-site technical work to install and maintain computer equipment, network and software applications throughout the district. Respond to work order requests by diagnosing and repairing network and computer hardware. Assist Technician when required.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Knowledge of computer workstation setup in Windows Environment

Knowledge of computer hardware and software applications

Ability to install, maintain, and repair computers and peripherals, including laptops, desktops, printers, scanners, document cameras and projectors

Ability to assist in the installation and maintenance of network cables and hardware

Ability to diagnose problems and perform repairs

Experience:

Some experience assisting in installing, maintaining, and repairing computers and peripherals

Major Responsibilities and Duties:

INSTALLATION

1. Install and upgrade computers and peripherals throughout the district.
2. Assist in installation of network cabling and network peripherals throughout the district.
3. Relocate computer hardware, peripherals, and equipment as needed.
4. Install and configure software as needed.
5. Assist with the installation, maintenance, troubleshooting, and repair of data communications equipment.

EQUIPMENT REPAIR AND MAINTENANCE

6. Diagnose and repair equipment, including printers and personal computers.
7. Service equipment according to established preventive maintenance schedule.
8. Maintain accurate updated records of preventive maintenance.
9. Maintain accurate records of time and materials required to perform repairs and service.

SAFETY

10. Operate tools and equipment according to prescribed safety procedures.
11. Follow established safety procedures and techniques to perform job duties, including lifting, climbing and carrying.
12. Correct unsafe conditions in the work area and report any conditions that are not correctable to the supervisor immediately.



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OTHER

13. Respond to after-hours emergencies as needed.

Supervisory Responsibilities:

None.

Equipment Used:

Hand tools and test instruments for electronic repairs and cable installations. Personal computers and peripherals.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Climbing, stooping, bending, and kneeling; frequent use of small hand tools and electronic test equipment; frequent district wide travel.

Occasional prolonged and irregular hours.

Must be able to lift and carry 50 lbs. Must be able to work in ceiling to assist in running cables.

How to Apply:

Download the [Support and Paraprofessional Application](#) from the LVISD web site (www.lagovistaisd.net) or pick up from the administration building and submit to:

In person:

LVISD Administration Building
8039 Bar-K Rd
Lago Vista, TX 78645
Fax: 512-267-8304
For questions, call 267-8300

By mail:

LVISD – Human Resources
Administrative Assistant
P.O. Box 4919
Lago Vista, TX 78645