



Western Maricopa Education Center | District #402

Job Description

Job Title: IT/Computer Technician

Supervisor: IT Coordinator

Terms of Employment: 12 months

Salary Range: \$18.36 - \$25.50 hourly

Location: West-MEC Corporate Office
5487 N. 99th Ave.
Phoenix, AZ 853605

Essential Duties and Responsibilities:

- Troubleshoot hardware and performing hardware repairs and upgrades including adding and replacing PC/MAC's hardware and components
- Install, configure and maintain peripheral network equipment
- Troubleshoot system network connectivity and applications software
- Conduct preventative maintenance on district technology hardware
- Works with users to answer questions regarding application software or hardware
- Prepares a variety of written materials (e.g. work order reports, inventory control, procedures, etc.) for the purpose of providing written support and/or conveying information
- Establish and maintain good rapport with students, employees, community members and vendors
- Maintains a high level of ethical behavior and confidentiality
- Other job related duties as assigned

Knowledge and Skills:

- High school diploma or G.E.D.
- Three or more years' experience with PC technology in a network setting
- Knowledge of technical journals and manuals utilized in the installation, maintenance, and repair of network computer workstations
- Skill in performing systems analysis, programming and customizing computer software
- Skill in analyzing, diagnosing and implementing corrections and solutions to computer systems and problems
- Skill in establishing and maintaining effective working relations with co-workers, vendors, students, parents and others having business with the district
- Experience in working with the following industry standards: IEEE 802.2, 802.3; knowledge of network topology
- Strong research skills and ability to use internet blogs



- Experience with Internet connectivity and troubleshooting
- Technology/computer skills required (software and hardware)
- Experience with Active Directory and Server 2012, 2016
- Knowledge of applicable West-MEC District Policies

Requirements:

- Ability to work independently
- Ability to work outside normal working hours and evenings
- May be required to lift and carry heavy, bulky supplies and materials in excess of 60 pounds
- Must pass a fingerprint clearance and background check
- Maintain a valid Arizona Driver's License

Evaluation: This position has a 90-day probation period, plus a yearly evaluation.

Closing Date: Open until filled

Start Date for Position: July 2018

Application Procedure:

Submit on-line application - West-MEC.org

Include:

- Letter of interest
- Reason why you are applying for this position and expectations
- Current resume`
- Three professional references (names, addresses and phone numbers)

Western Maricopa Education Center is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Western Maricopa Education Center does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.