

**CITY OF SALINA**  
**POSITION DESCRIPTION**

**CLASS TITLE:** Computer Technician      **GR:** 107      **FLSA:** Non-Exempt      **DATE:** 5/3/2023  
**DEPARTMENT:** Computer Technology      **DIVISION:** Computer Technology  
**REPORTS TO:** Dir. of Computer Tech.      **APPROVED:** \_\_\_\_\_      **JOB CODE:** 3039

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**GENERAL DESCRIPTION:**

Under general direction; provides desktop support services that include installation and repair desktop computers and printers; installs and troubleshoots all related applications; implements desktop computer systems and practices. Performs work with some complexity, requiring interpretive judgment within prescribed standards.

**TYPICAL DUTIES:**

Performs desktop computer systems-related tasks, including but not limited to:

- Assists in the implementation of desktop computers.
- Helps computer users with computer problems and problem-solving of technical and operational difficulties.
- Operates host computer system; provides general computer network support.
- Responds to desktop computer issues; updates peripherals; loads and configures software; configures devices for access to host computer system; identifies problems and provides potential solutions.
- Maintains accurate and updated inventory; keeps detailed records of installations, testing, preventative maintenance, repairs, and detailed project logs and records.
- Documents all computer events.
- Provides general support to computer networks.
- Communicates clearly and appropriately to all department personnel; forwards unresolved problems to supervisor in a timely manner.
- Performs overtime as needed and other duties as assigned.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:**

None.

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Any combination of education and experience equivalent to the following:

- Bachelor's degree in Computer Science or Computer Technology; A+ certification\*\*
- Four (4) years of experience in desktop computer hardware and software installation (Windows 10 and Microsoft Office 2010 or higher).
- Must possess a valid Kansas driver's license.
- Ideal candidate is a self-starter; must be able to prioritize responsibilities to ensure completion of duties.

**RESIDENCY REQUIREMENTS:**

This position has a 40 minute response time by way of the most direct route and within the posted speed limits; or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

**ESSENTIAL JOB FUNCTIONS:**

Establish and maintain effective working relationship with fellow employees, officials and the public. (Daily)

Effectively communicate orally and in writing. (Daily)

Maintain and exhibit discretion and integrity at all times when handling confidential information. (Daily)

Efficiently and effectively handle assigned work requests. (Daily)

Monitors host computer system and responds to job needs. (Daily)

Maintain and improve knowledge of user departments' priorities and requirements. (Daily)

Knowledgeable of technical aspects of personal computers and continually upgrades knowledge. (Monthly)

ESSENTIAL JOB FUNCTIONS (CONT'D.):

Performs and documents personal computer hardware and software installation in an accurate, timely, logical and understandable manner. (Daily)

Organize files and maintain accurate and detailed records. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

**Work Type:** Medium, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Climbing/Balancing:** Minimal, ability to sit and stand.

**Walking:** Frequent amount required.

**Stooping/Bending:** Occasionally.

**Stand/Sit:** Sit about 75 percent of the time.

**Reaching:** Frequent, overhead as well as horizontal.

**Vision:** Adequate to perform essential job functions.

**Color Vision:** Adequate to perform essential functions.

**Hearing:** Adequate to perform essential functions.

**Speech:** Frequently express ideas and be understood.

**Eye/ Hand/ Foot/ Coordination:** Frequently operates equipment requiring moderate ability.

**Manual Dexterity:** Frequently operates equipment requiring moderate ability.

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

**Inside/Outside:** Work inside.

**Cold/Heat:** Controlled.

**Wet/Dry:** Controlled.

**Noise/Vibrations:** Office equipment.

**Hazards:** None.

**Fumes/Dust/Odors:** Minimal Exposure.

**Infectious Diseases:** Low exposure.

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to listen to and apply information and instructions.

Ability to understand and apply personal computer concepts.

Ability to organize files and effectively retrieve information.

Ability to evaluate and execute possible courses of action.

Ability to meet deadlines and work under some stressful conditions.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS USED

Computer, copy machine, fax machine, monitor, printer, scanner, tablet, and telephone.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.