MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Computer Specialist

JOB CODE: 5320

DEPARTMENT: High schools and other designated locations

PAY GRADE: 29 (B5)

DATE : 06/14/2007

BASIC OBJECTIVES

This is technical work involving the installation, set-up, operation maintenance and management of computers, computerized equipment, computer networks, workstations, peripheral equipment and software within a middle or high school or other large-size computer -center.

JOB TASKS/RESPONSIBILITIES

1. Installs, manages, troubleshoots and performs minor maintenance and preventive maintenance of computer networks, equipment, peripherals and software using various software utilities and special tools. Keeps maintenance and warranty records. Maintains a dynamic inventory of computer equipment located at the respective work location.

2. Identifies, diagnoses and corrects problems affecting local area network performance; escalates problems, as necessary, to appropriate personnel.

3. Relocates equipment and software as needed; completes installation and makes connections necessary for proper operation.

4. Ensures that all software on networks and work stations is properly licensed; maintains licensing information in a comprehensive database.

5. Ensures that equipment and software are current (i.e., latest patches and updates are installed and functioning properly). Ensures installations and operation of District mandated patch mitigation and anti-virus software. Maintains operational documentation and reference materials.

6. Installs and maintains site-appropriate licensed instructional software, including user and curriculum databases, where applicable.

7. Creates and maintains applicable domain computer/user/account information and any associated rights/permissions. Controls user access and rights, as necessary. Maintains network security.

8. Provides on-site and remote technical assistance and advice to users of computer equipment and software; remotely troubleshoots and/or administers systems and applications on the respective networks.

9. Recommends replacements, modifications and updates of existing systems, equipment and software based on technological advances and changing educational/school needs.

10. Determines needs and prepares requisition worksheets for parts, supplies, software and related items.

11. Provides instruction and technical direction to on-site Microsystems Technician, if applicable.

12. Takes direction from on-site Computer Technician, if applicable.

13. Performs related work, as required or as assigned.

PHYSICAL REQUIREMENTS

This is medium level work which requires the following physical activities: climbing, bending, stooping, twisting, reaching, sitting, standing, walking, pushing, lifting, finger dexterity, grasping, talking, hearing and visual acuity. Work is performed indoors. Travel to various locations may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or equivalent certificate.

2. Associate degree (or 60 college credit hours) from an accredited college, including at least 15 semester hours in computer or digital electronics and technology;

OR

At least one (1) year of successful performance as a Miami-Dade Public Schools Microsystems Technician.

OR

At least two (2) years experience operating and maintaining microcomputers and related peripheral equipment in various operating environments (e.g., DOS, Windows, MacIntosh, ProDos8, Windows 98, Windows 2000, Windows XP, Windows Vista, MacIntosh OS 9 and above) or equivalent combination of acceptable training and experience.

3. At least two (2) years providing technical or user support for operating and maintaining a small/intermediate local area network (e.g., Novell 3x or higher, Windows NT, AppleShare using TokenRing, Ethernet, Baseband, LocalTalk, Windows NT, Windows 2000, and Windows 2003 server environments with ethernet-based and wireless communications).

4. Working knowledge of network cable schemes and communications protocols.

5. Possession of a valid Florida Class E driver's license.

Prior revision date(s): 03/30/93, 12/05/96, 03/12/99, 03/02/2001