

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: COMPUTER MAINTENANCE SPECIALIST

TITLE #: 1186

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for assisting in the maintenance of computer systems throughout the school district, including stand-alone microcomputers, local area networks and connectivity to all building computer systems. Also responsible for assisting in the downloading and uploading of student data and financial planning data. Work is performed under the general supervision of the Director of Information Services. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in microcomputer repair, preventative maintenance and cleaning of all microcomputer equipment and assesses when repairs require outside of the district specialist and/or return to the manufacturer;

Assists Director of Information Services in installing and maintaining microcomputers throughout the District;

Assists building office personnel with electrical and peripheral computer connections for sharing printers, monitors and disk drives;

Assists in locating resources necessary to maintain computer equipment and software throughout the District;

Instructs users on corrective action to remedy computer malfunctions;

Installs computer application software under the supervision of technical personnel;

Diagnoses hardware malfunctions and, under the supervision of technical personnel, may correct problems;

Attends training as needed to upgrade skills;

May assist in computer office management procedures such as inventory control and records management.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operations of computer systems; working knowledge of computer hardware; working knowledge of computer networking systems; ability learn to troubleshoot and identify hardware problems; ability to install computer software; ability to communicate technical advice to users; mechanical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree or higher in Computer Science, Computer Information Systems, Computer Information Technology or related field; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years experience involving maintenance, installation or repair of computer hardware, software or networking systems.

NOTE: Possession of A+ Certification may be substituted for one (1) year of required experience.

JURISTICTIONAL CLASSIFICATION: Competitive

REVISED: 07/19/17 AT