



## JOB DESCRIPTION

<b>Job Title</b>	Lead Information Technology Technician
<b>Department</b>	Information Technology
<b>Reports To</b>	Technology Repair/Support Supervisor
<b>Classification</b>	Classified
<b>Location</b>	
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

The Lead Information Technology Technician will assist with operations, troubleshooting, and maintenance of the technology infrastructure and systems of the Eau Claire Area School District.

## Essential Job Functions

- Support the successful pursuit of the District Strategic Plan and Priorities as well as School Improvement Plans by defining, delivering, and supporting the implementing information technologies.
- Provide coverage and support for Information Technology Department as directed by supervisor.
- Analyze log files, investigate, and correct or record errors discovered.
- Monitor District helpdesk, ensure that tickets are closed or escalated properly along with acting as an escalation point for Tier 2 level support.
- Provide Tier 2 level subject matter support and issue resolution as directed by supervisor.
- Configure devices as directed.
- Assist with network account troubleshooting.
- Act as subject matter expert for public address systems.
- Assess and perform “Bench Level” repair on audio visual and electronic components.
- Deploy, monitor, and maintain uninterruptible power supply systems for District technology equipment.
- Troubleshoot and maintain low voltage technology related systems.
- Develop and maintain repair processes.
- Clearly document features, technical specifications, and infrastructure requirements for self-produced technical work and job processes.
- Provide management and administrative support of digital communication systems; including training and orientation for staff.
- Ensure regularly scheduled technical maintenance tasks are accomplished on time.
- Provide leadership, coordination, and training for department Technicians.

- Monitor industry trends, technologies, and standards.
- Research, recommend, and apply new technologies as they emerge.

### **Ancillary Job Functions**

- Demonstrate the ECASD values of commitment, collaboration, trust, respect, excellence, and accountability.
- Demonstrates commitment to service excellence standards.
- Innovate by partnering with staff, identifying specific needs and developing unique and sustainable solutions.
- Form interdependent teams focused on a common purpose, mutual accountability, and outstanding results.
- Seeks long-term solutions that are focused on exponential improvement and simplifying our clients' complex world.
- Utilize personal communication as a primary means to bring people together and build trust.
- Keeps stakeholders informed and gather critical feedback to improve processes and relationships.
- Leverages individual abilities to compliment colleagues' needs, recognize self-weaknesses, and willingly pursue growth opportunities and trainings that will strengthen our team and support the District's mission.
- Maintains knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, benchmarking state-of-the-art practices, and participating in industry related user groups.
- As part of a Knowledge Base Team, authors, reviews, improves and provides initial approval of documentation related to troubleshooting protocols, issue resolution, training guides, maintenance schedules, configurations, and processes submitted by colleagues.
- Contributes to team effort by accomplishing related tasks and projects as needed or assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Associate Degree in a technology related field or equivalent working experience.
- Minimum two years of experience with technical “Bench Level” repair of electronics.
- Minimum two years of experience supporting end-user networks in a Microsoft environment.
- Minimum two years of experience supporting a LAN/WAN environment, preferably with Cisco devices.
- Knowledge of Microsoft Active Directory and current Microsoft Operating Systems.
- Expertise in Workflow Design
- Proven Project Management experience
- Must maintain a valid driver's license and be able to provide transportation to move throughout the District as needed.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Completion of Interconnecting Cisco Networking Devices classes or equivalent.
- Proficiency in Technical Writing
- Attainment of the following certifications or respective current equivalents:
  - Apple Certified iOS Technician
  - Apple Certified Mac Technician
  - Casper Technician (CCT)
  - Cherwell Service Management Foundations
  - CompTIA A+
  - CompTIA Net+
  - Google Apps Administrator
  - Hewlett Packard Authorized Repair Technician
  - Information Technology Infrastructure Library Foundation Certification in IT Service Management
  - Microsoft Certified Solutions Associate for current Windows operating system
  - Microsoft Technology Associate certification in IT Infrastructure
- A working knowledge of the following:
  - Cherwell IT Management Software for Helpdesk
  - IP Telephony
  - ITIL and ITSM
  - Low Voltage systems
  - Office 365 services including SharePoint
  - Public Address Systems
  - Support of network print systems and servers
  - Synchronized Clock Systems
  - Uninterruptible Power Supplies

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to work independently with minimal supervision
- Ability to communicate clearly with individual computing users on all levels – in small groups, one on one and in writing.
- Ability to focus on detailed work for extended periods of time.
- Demonstrated ability to develop and deliver multiple assignments on time, and maintain an efficient/timely daily work schedule.
- The ability to effectively document technical work.
- Must be open to cross-training and have flexibility in duties as assigned.
- Ability to safely operate power hand tools.
- Ability to travel between district buildings as required.
- Ability to attend off-site training and industry conferences as directed.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Frequently required to sit and work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Must be able to hear, stand/walk, reach with hands/arms, and stoop/kneel/crouch/climb ladders.
- Must have close- and long-range clarity of vision, three-dimensional vision, and precise hand-eye coordination.
- Required to drive to other locations.
- Required to lift up to 50lbs. from floor to desktop cart.
- Required to lift up to 15lbs. overhead while standing on a ladder.