JOB DESCRIPTION

Position: Computer Technician

Supervisor: Center Director

Summary: The Computer Technician will under the direction of the Center Director provide technical assistance to the Center staff and Center programs at all Center facilities through primarily three functions: Computer and Network repair, Technical support for technical issues, and Research support to Center Leadership as directed by the Executive Director. The position requires a regular commitment and schedule to be followed, and direct accountability to task and assignment lists.

I. Qualifications

     A.   Completion of the requirements for a High School diploma. Technical Training preferred
     B.   Be immunized and in good health. (Leviticus 13:1-6)
     C.   Computer Technician must be able to demonstrate the attributes required to be a Christian role model for the people he or she comes in contact. (1 Timothy 4:12f; Joshua 24:15)
     D.   Must possess communication skills enabling him/ her to work effectively with Center Director and other professional staff at the Center.
     E.   Must possess the basic skills related to the function of computer tasks such as: machine repair, knowledge of networks, Basic knowledge of Linux. (Proverbs 18:24)
     F.   Must be able to handle responsibility well, and be able to work as a member of a team, following through with assignments completely..

II. Responsibilities
General Responsibilities:

     A.   Position requires up to 20 hrs./week as scheduled by supervisor.
     B.   Computer Technician will be responsible for maintaining all Computers in all Center facilities or under Center responsibility. This will include hardware installation, troubleshooting, and software installation and maintenance.
     C.   Computer Technician will be responsible for understanding the technical workings of the Centers Local Area Networks and Wide Area Networks and maintain and expand them as necessary to meet the functional needs of the Center's ministry.
     D.   Computer Technician will perform all other required tasks related to the effective operation of the Center.
     E.   Computer Technician will abide by the policies and procedures as defined by the Center Board of Directors. (Joshua 1:7f)
     F.   Computer Technician will provide support for other technical aspects of the Center operation as needed and as relate to the technical functions of Center operations.
     G. Computer Technician will provide research assistance to the Center leadership when directed as related to further development of technology usage at the Center.
     H.   Perform all other tasks in assistance to the Executive Director as needed.

III. Evaluation

     A.   Computer Technician will participate in a minimum six month probationary period during which time he/she will receive two supervisory evaluations. After the successful completion of two three-month evaluations, he/she will thereafter participate in a formal evaluation procedure every year.

Adopted: April, 2004