

JOB DESCRIPTION

I.	<u>JOB TITLE:</u>	Date:
	A. POSITION:	IT Network Technician
	B. CLASSIFICATION	Exempt
	C. ACCOUNTABLE TO:	IT Network Administrator
	D. DEPARTMENT	Finance
	E. PROGRAM:	CHC
	F. OSHA Category:	3

II. JOB SUMMARY:

Under the direction of immediate supervisor, maintains and upgrades the campus backbone. Installs computer networks and connections for campus backbone. Evaluates, configures, installs, tests, and upgrades computer hardware and software. Maintains and develops websites and databases. Acts as a resource person, provides technical guidance and resolves problems.

III. RESPONSIBILITIES AND AUTHORITIES:

- A)** Participates in planning computer network installation. Installs computer networks and connections for campus backbone. Installs computer networks and connections for campus backbone. Installs network file servers, including network operating system software.
- B)** Evaluates, installs, configures, maintains tests, and upgrades computer hardware and software, including network hardware, relational databases and software at both the file server and workstation levels.
- C)** Installs network cabling for both local and campus-wide networks.
- D)** Acts as a resource person. Analyzes and resolves problems. Ensures the optimal performance of networks. Provides technical guidance and assistance, including post-installation support on networking issues.
- E)** Performs major repairs and adjustments or coordinates repairs with external organizations. Maintains equipment.
- F)** Keeps abreast of new developments in the field to update skills and knowledge.
- G)** Maintains inventory and purchases equipment and material in area of responsibility.
- H)** Uses equipment such as a network analyzer, memory tester, and a variety of electronic test equipment.

- D) The list of duties and responsibilities outlined above is representative and not a complete list of detailed list of tasks, which may be performed by an employee.

IV. PERFORMANCE STANDARDS:

Performance will be evaluated by the IT Network Administrator using the Performance Evaluation Form wherein a satisfactory overall rating is considered a minimum acceptable level of performance.

V. ADDITIONAL RESPONSIBILITIES:

- A. Uses project management methodology, tools, and practices; works with exceptional skill and expertise.
- B. Uses effective consensus-building skills to foster productive working relationships with employees, other departments, and external clients.
- C. Demonstrates expert analytical and troubleshooting skills and ability to trace report performance issues to root cause.
- D. May assist other staff members with their duties as work load dictates.
- E. Attends seminars and conferences as needed or requested.
- F. Uses equipment safely and effectively.
- G. Demonstrates an appropriate level of knowledge of infection control for the assigned duties, awareness of the organization's mission and values, knowledge of patient rights.
- H. Complies with in-service requirements and attends mandatory meetings.
- I. Demonstrates knowledge of policies and procedures for safety in the workplace including response to: employee injury, fire, security, incidents, ban on smoking, utility failure, response to medical emergencies, and handling of hazardous material.
- J. Uses and protects access code for computer and time station.
- K. Utilizes the employee handbook, chain of supervision and other resources.
- L. Demonstrates awareness of process improvement methodology (design, measure, assess, improve). Actively participates in performance improvement activities.

VI. QUALIFICATIONS:

- A. Education: Associate's Degree in Computer Science or Bachelor's Degree preferred. Certification in CompTIA Network+, CCENT, MCSE preferred.
- B. Experience: Minimum of three years' experience working in an IT environment and minimum two years' experience as an IT Technician.
- C. Other: Must be able to communicate effectively both verbally and in writing with minimal supervision.

VII. PHYSICAL REQUIREMENTS:

- 1. Must be able to perform the essential functions of the position.

2. Must be able to meet the attendance requirements of the position.
3. Must be able to able to travel to other clinic sites unassisted.
4. Must be able to assist patients evacuate in the event of an emergency.
5. Must not pose a direct threat to the health or safety of other individuals in the workplace.

By signing below, I acknowledge that I have received a copy of this job description, that I have had an opportunity to review it, that it has been discussed with me, and I believe I can fulfill the duties contained therein.

Employee Signature

Date