

NEWBURGH ENLARGED CITY SCHOOL DISTRICT  
DATE ADOPTED: December 13, 1984

## **MICROCOMPUTER/ELECTRONICS TECHNICIAN**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This class involves the performance of skilled electronics repair work involving the service, maintenance and set up of microcomputers and some audio/visual equipment. The work includes ordering of repair parts and supplies, inventory of microcomputers and assisting users in following guidelines for prevention of hardware failure. Work is performed under general supervision with wide leeway for independent performance of duties. Supervision of others is not a normal activity assigned to this position.

### **TYPICAL WORK ACTIVITIES:**

Performs repairs on microcomputers and audio/visual equipment and arranges for outside repairs of all related equipment; Maintains all microcomputer hardware, software and related equipment in operating condition; Assists ITV staff in repair of district audio/visual equipment; Orders and stocks supplies and parts needed for microcomputer repair; Develops and maintains inventory of all microcomputer equipment assigned to the schools and central office; Sets up and tests microcomputer systems; Performs all other duties as required by the position or as requested by the ETV producer/Director and the Director of Computer Education; Recommends guidelines for microcomputer users for prevention of hardware failure and a checklist for users when failure occurs.

### **REQUIRED KNOWLEDGES, SKILLS ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of electronic equipment repair and service; good knowledge of microprocessors, digital electronics, diagnostic equipment for microprocessor and related devices, microcomputers and their peripherals; skill in performing repair and maintenance on electronic equipment; ability to order and maintain supplies; ability to maintain electronic equipment in excellent operating condition; ability to follow oral and written directions; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS: Either:**

- A. Completion of a vocational or similarly acceptable course in electronics and four years' experience in the maintenance and repair of electronic equipment including microcomputers; or
- B. Possession of an associate's degree in electronics or related field and two years of experience as described above; or
- C. An equivalent combination of training and experience as described above.