



Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9
Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

Job Title	Computer Systems Technician
Department	IT
Location	School Board Office
Reports to	Manager of Information Technology

GENERAL DESCRIPTION

Reporting to the Manager of Information Technology, the Computer Systems Technician installs, supports and maintains computer systems, networks and equipment. Provides user support, development and training on systems applications and report processing.

TYPICAL DUTIES

- Provides technical support on Local and Wide Area Networks (LAN/WAN) including design, installation, administration and maintenance.
- Installs and provides diagnostic and preventative maintenance and repairs on computer hardware and peripherals.
- Researches, evaluates, installs, configures, troubleshoots, monitors and supports network servers including application and web, FTP and Proxy Servers.
- Researches, plans and estimates technology improvements.
- Develops technical instruction, procedure and user manuals.
- Provides technical advice for evaluation, planning and implementation of computer technology
- Assists with technical data integrity and security of confidential information.
- Ensures compliance with privacy policy and legislation by providing solutions on IT system security including firewalls, anti-virus, user rights and disaster recovery.
- Writes custom scripts applications using various programming languages.
- Creates scripted batch files to perform logon scripts, backups and user administration.
- Provides advanced technical advice, support, training and mentorship.
- Prepares and delivers technical workshops for staff.
- Provides end user technical support.
- Designs, implements and administers websites and web-based services.

- Provides support and administration of software including databases, email and communication services.

ACADEMIC/WORK EXPERIENCE QUALIFICATIONS

- Grade 12
- Two year diploma in computer sciences/technology
- Three years experience in computer and network operations, troubleshooting and user support
- B.C. Class 5 driver's licence

FOR CMSD:	Kiran Bath	<i>Title</i>	Director of Human Resources
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FOR CUPE:		<i>Title</i>	CUPE JEMC Representative
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