



### **Classification Summary**

Coordinates information gathering, product evaluation and installation and testing of electronic hardware required by the District's instruction and administrative programs. Prioritizes and coordinates system analysis, service, and preventative maintenance of existing hardware ranging from audiovisual devices to all chip-based technologies. Provides consultation, analysis and design specifications for staff using electronic equipment and systems. Enhances or extends engineering parameters of equipment for unusual applications. Does related work as required.

### **Supervisory Relationships**

Reports to the Technology Services Manager. Provides tasks definitions and assignments to Electronics Technicians and external contractors.

### **Distinguishing Characteristics**

This classification is distinguished from the Electronics Technician classification by the leadworker function within the Electronics Repair unit and additional accountabilities in the areas of electronic equipment purchasing, electronic systems design and evaluation, electronic parts and supplies control, and expenditures control.

### **Examples of Duties**

1. Develop detailed system design plans, cost analysis, and alternatives for complex new and retrofit equipment installations such as local and wide area network; works with vendors and schools to ensure that components specified are appropriate to the tasks, compatible, and reasonably priced.
2. Provides consultation to district staff, patrons, and intergovernmental networks in selecting and purchasing electronic equipment. Tasks include doing research and providing evaluation and comparisons of equipment.
3. Maintains extensive vendor relationships to provide wide range of purchasing option for equipment and parts. Develops bid/quote specifications for new electronic and audio-visual equipment.
4. Creates intricate modifications to electronic and computer equipment including adaptations used by Special Education students.
5. Prioritizes on-going and preventative services and problem resolution for computer and electronic equipment. Develop and ensure implementation of preventative maintenance plans. Assign Electronic Technicians to tasks.
6. Coordinates use of a database for parts and equipment inventory, including ordering, receiving and distribution of components.
7. Perform electronic equipment repair work.

### **Required Knowledge, Skills and Abilities**

1. Knowledge of electronics and equipment repair.
2. Knowledge of various and complex electronic specialties; including communications, industrial control, audio-visual, video, cable systems, telecommunications, and data processing systems.
3. Knowledge of public purchasing policies and procedures. Ability to develop and recommend operating funds and control expenditures.
4. Interpersonal skills in working with diverse non-technical district staff to develop user requirements in selecting appropriate equipment and to assist in training users in the operation and maintenance of equipment.
5. Ability to plan and direct the work of the Electronics Technicians and outside contractors. Ability to consult with users in order to evaluate and recommend alternate solutions to problems in hardware systems selection and design.
6. Ability to communicate effectively both orally and in writing; ability to establish and maintain harmonious relationships with district staff and vendors.

**Minimum Qualifications for Class Entry**

Extensive experience in electronic equipment repair which included experience in procuring and maintaining a parts inventory and purchasing new equipment; and graduation from a two year college in electronics or related field. Any satisfactory combination of experience and training may be substituted for the education requirement.