

**SACRAMENTO REGIONAL TRANSIT DISTRICT  
JOB DESCRIPTION**

**CLASSIFICATION TITLE:** Computer Technician   **PAY FAMILY:** ATU, Local 256  
**DATE REVISED:** 09/97                           **GRADE:** Per CBA  
**SUPERVISES:** None                               **OVERTIME STATUS:** Non-exempt

**JOB SUMMARY**

Under general supervision, employees in this position perform complex technical work to maintain and operate computers.

**ESSENTIAL FUNCTIONS**

Duties may include but are not limited to the following: prepare, monitor and operate computer systems to ensure proper and timely processing of all jobs. Prepare and mount input/ output media onto system. Operate and maintain all computers and related equipment. Enter numeric and alphabetic information into data processing system from source documents and coded work sheets. Verify data is entered for accuracy of input and to ensure that information is complete. Establish and maintain automated and/or hard copy files, records, logs, and tape library. Respond to technical inquiries pertaining to information systems. Troubleshoot hardware and software problems. Contact vendors for equipment service. Perform basic care and maintenance of equipment. Install and configure hardware and software systems for users. Train users on basic computer operations, related equipment, and software applications. Maintain and monitor computers and related inventory supplies.

**OTHER JOB FUNCTIONS**

Resolve problems concerning source documents. Perform recovery procedures as directed. Assist with the development and update of input forms, operating instructions and job procedures manuals. Maintain photocopy machines. Distribute written materials, reports, and related documents. Perform related duties as assigned, to include general office and clerical assignments.

**MINIMUM QUALIFICATIONS**

High School Graduate or equivalent and vocational/business school training in computer operations and equipment and two years professional electronic data processing work experience;

or

completion of an accredited computer information science college certification program and six months computer related work experience.

and

Knowledge of:

- Basic computer operations and related equipment.
- Various data processing and software applications.
- Operating system concepts and capacities.
- Operational methods and procedures of data processing equipment.

and

Ability to:

- Operate computer hardware and related equipment.
- Read and interpret job procedure manuals, flow charts, and related schematic design.
- Prepare data for computer processing operations.
- Proofread details accurately.
- Communicate verbally with vendors, private business, and District personnel, in English and in a professional manner.
- Learn computer installation and system configuration principles and procedures.
- Review source documents for completeness and proper format.
- Understand and follow complex oral and written instructions.
- Use good judgement in making difficult and complex decisions.
- Work independently and carry out assignments in the absence of specific instructions.

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AGREEMENT DATE

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FOR REGIONAL TRANSIT

FOR ATU LOCAL 256