



AN EQUAL OPPORTUNITY EMPLOYER

Harford County Public Schools

Human Resources Office
102 S. Hickory Avenue, Bel Air, Maryland 21014
Telephone 410-588-5238

PERSONNEL VACANCY

PLEASE POST

ELECTRONICS TECHNICIAN I (2 positions) *Re-Advertisement*

LOCATION:

Central Office – Office of Technology and Information Services

**POSITION
SUMMARY:**

To provide skilled work in the installation, repair, operation, and maintenance of electronic equipment and systems.

**ESSENTIAL
FUNCTIONS
INCLUDE:**

These are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

- Installs, maintains, troubleshoots, and repairs a wide variety of audio/visual electronic equipment and systems utilized in educational, operational support, and communications purposes.
- Applies technical knowledge of electronics principles in determining equipment malfunctions, applies skill in restoring equipment operation, or makes recommendations to replace equipment if expected cost to repair exceeds possible replacement cost.
- Sets up, tests, operates, and tears down audio/visual and presentation equipment for meetings and conferences (e.g., video data projection systems, computers, audio/video conferencing equipment, microphones, video cameras, audio systems, etc.).
- Maintains and operates a variety of electronic testing equipment and measuring instruments, including an oscilloscope, multi-meter and signal generator; operates a computer and assigned software.
- Maintains an understanding of current and emerging technologies to develop best practices and procedures relating to audio/video procedures and systems through research, analysis, evaluation, and logistics support.
- Participates in the training of end-users in the use and care of audio/visual equipment.
- Keeps and maintains records of all work orders and repair costs associated with work assignments and submits required reports and documentation.
- Installs and assists in the installation of cabling.
- Prepares requisitions for purchase of stock and maintains parts inventory.
- Performs other work-related duties as assigned.

SALARY:

Grade 9 of the Salary Schedule for 12-Month AFSCME Employees (\$39,672)

REQUIREMENTS:

- High school diploma or GED, additional technical education related to the trade required.
- Two or more years of in-depth knowledge and experience relating to audio/visual and communication equipment and an ability to rapidly troubleshoot and correct problems.
- Hold and maintain a valid class C driver's license and any additional licenses required of the position.
- Experience with LCD televisions, projectors, and whiteboards preferred.
- Experience in diagnostic work, able to read and interpret schematic drawings, and able to understand control manuals for electronic equipment, recording and audio/video equipment and familiar with a variety of manufacturers and equipment.
- Knowledgeable of electronic test equipment (e.g., oscilloscopes, DVM's, signal generators, etc.), supplies, and materials associated with electronic repairs and an understanding of the safety precautions associated with electrical equipment.
- Physically able to perform the essential functions of the job including lifting, carrying, pushing, and pulling objects weighing up to 70 pounds.
- Able to work independently or as a member of a team; work well under pressure and possess a strong attention to detail.
- Possess excellent organizational skills with the ability to prioritize and handle multiple tasks simultaneously.
- Able to work varying hours and/or shifts as needed.
- Able to climb a ladder and work overhead.
- Excellent verbal and written communication skills with the ability to work effectively with a wide range of customers of diverse backgrounds and varying technical knowledge.

DEADLINE:

Applications must be returned to the Human Resources Office. A resume will not be accepted in lieu of an application. Applications will be accepted until the position is filled.

APPLICATIONS:

Applications are available online at www.hcps.org or may be obtained at any Harford County Public Schools location or the Human Resources Office.

The Harford County Public School System does not discriminate on the basis of race, color, sex, age, national origin, religion, sexual orientation, marital status, genetic identification, political affiliation, or disability in matters affecting employment or in providing access to programs for employees. Inquiries related to the policies of the Board of Education of Harford County should be directed to the Manager of Communications, 410-588-5203.

November 20, 2009