

# Job Description

## Howard County Library District

### Computer Technician

As a computer technician you must be well-versed in computer systems and network functions. The ideal candidate will be able to work diligently and accurately and will possess a great problem-solving ability in order to fix issues and ensure functionality. We are looking for a qualified Computer Technician to maintain and troubleshoot our Library computers and network.

#### **Responsibilities**

- Set up hardware and install and configure software and drivers
- Manage security options and software in computers and networks to maintain privacy and protection from attacks
- Perform regular upgrades to ensure systems remain updated

Give Input for Grant applications and Validate Invoices for IT related services

- Troubleshoot system failures or bugs and provide solutions to restore functionality
- Arrange maintenance sessions to discover and mend inefficiencies
- Keep records of repairs and fixes for future reference
- Offer timely technical support and teach users how to utilize computers correctly

#### **Requirements**

- High School Diploma or Equivalent. Proven training/experience as computer technician or similar role
- Thorough knowledge of computer systems and IT components
- Good knowledge of internet security and data privacy principles
- Excellent troubleshooting skills
- Very good communication abilities
- Exceptional organizing and time-management skills