

# Computer Technician

## JOB DEFINITION WORKSHEET

<b>Name:</b>		<b>Location:</b>		<b>Sheet #</b> __ __	
<b>Responsibility:</b>					
<b>Task</b>	<b>Standards &amp; Deliverables</b>		<b>Goal / Objective</b>		<b>Authority / Decision Level</b>
<p>1. Implements Project Management Process for inter/intra departmental computer hardware &amp; software systems initiatives</p>	<ul style="list-style-type: none"> <li>• Manages and expedites multiple projects concurrently as per Project Management guidelines</li> <li>• Identifies all resource requirements and commitment levels as per Project Management guidelines</li> <li>• Maintains effective communications with board end users</li> <li>• Maintains an effective liason with Regional Public Works &amp; Services computer technical staff</li> <li>• Assists mgrs in the design of efficient workflow</li> <li>• Manages the initiation ,definition,development and implementation of specific projects / and contractors</li> <li>• Develops standardized mapping and documentation for systems and network according to industry standards</li> <li>• Assists in the evaluation/post-implementation audits of new systems</li> </ul>				
<p>2. Provides systems support and recommend enhancements to existing information systems. Assist staff in the effective use of these systems and improve overall system environment.</p>	<ul style="list-style-type: none"> <li>• Acquires and maintains a comprehensive knowledge of existing systems and knowledge of Board's business environment</li> <li>• Provides prompt technical guidance to staff and responds to requests in 24 hours</li> <li>• Installs hardware and software for staff</li> <li>• Maintains inventory up to date</li> <li>• Maintains maintenance logs</li> </ul>				

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3. Assists in All aspects of the system development life cycle for new systems and enhancements	<ul style="list-style-type: none"> <li>• Prepares annual I.T. /MIS plans by Jan 30/yr</li> <li>• Conducts analysis of known requirements and user needs and identifies potential opportunities for further computerization and/or effective change</li> <li>• Consults with Personnel and advises on impact of proposed developments on existing systems, human and financial training requirements</li> <li>• Develops and manages ad-hoc report systems for program managers</li> </ul>			
4. Manages Board Data Bases.	<ul style="list-style-type: none"> <li>• Manages data warehouse</li> <li>• Manages the initiation ,definition,development of various databases</li> <li>• Provides essential data in a form that can be used by Board and Department of health and Social Services and other approved users</li> <li>• Provides accessibility to management data as per annual IT/MIS plan</li> </ul>	TBD – Paul		
5. Implements security and legal liability processes	<ul style="list-style-type: none"> <li>• Safeguards system files</li> <li>• Backs up system data</li> <li>• Implements security processes</li> <li>• Maintains licensing agreements as per legal agreement</li> </ul>	TBD		