

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION. PLEASE  
DISTRIBUTE TO PERSONS IN YOUR AGENCY CONCERNED WITH JOB  
RECRUITMENT AND PLACEMENT

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUED</u>
<b>HARDWARE TECHNICIAN</b>	\$19.38/HR	05-10.2013

**WEBER COUNTY INFORMATION TECHNOLOGY - FULL-TIME WITH BENEFITS**

JOB SUMMARY Under general guidance and direction from the Director of Information Technology, performs systems technical support for the Weber County Information Technology Department. Resolves hardware and software problems; repairs and maintains personal computers, printers, and other related hardware; assembles computers from component parts.

MAJOR DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.) Trouble shoots and Repairs PC's, printers, monitors, modems, keyboards, and other hardware. Trouble shoots software problems, such as printers that will not print through the network, and programs that do not link into the network. Determines requirements for replacement parts or components and requests that replacements be requisitioned. Removes software and prepares surplus equipment for disposal. Assembles components for new personal computers. Inventories computers and maintains inventory records for all County computers. Maintains log of replacement parts and or repairs made to computers. Delivers and moves computers. Prioritizes requests for computer assistance. Assists users with computer problems.

Marginal duties: Assists other hardware technicians as required.

MINIMUM QUALIFICATIONS Graduation from a college or university with a Bachelor's Degree in computer science, engineering, business administration, photography, micrographic, records management, or other closely related field with extensive course work in computer applications. AND One year of employment in computer related area, OR Any equivalent combination of education and experience.

Working knowledge of computer design; working knowledge of Client Server Network systems; working knowledge of concepts of systems technology; working knowledge of analysis and design techniques and quantitative methods; considerable knowledge of data processing equipment, considerable knowledge of public relations techniques; thorough knowledge of the compilation and analysis of statistical, fiscal, and related data. Considerable knowledge of legal requirements and restrictions; thorough knowledge of office methods and procedures. Skill in connecting and maintaining data processing and Network equipment. Ability to troubleshoot problems with computer components; ability to use software technical manuals and diagnostic software. Ability to effectively apply general principles to specific conditions; ability to communicate effectively verbally and in writing; ability to research and evaluate system needs and design procedures to fulfill requirements; ability to establish and maintain effective working relationships with employees, other divisions, departments, user agencies, and the general public; ability to supervise and coordinate the work of others and to manage program operation and development, standards and procedures; ability to establish and maintain a variety of indexes, files, and records; ability to exercise independent direction in the performance of duties.

TOOLS AND EQUIPMENT USED Hand tools including a screw driver, dolly, pliers, etc., microfiche equipment, personal computer, including WINDOWS, WORD PROCESSING, SPREADSHEET SOFTWARE, LINUX; laser printer, multifunction printers, computer mouse, printer cleaning supplies, microfiche readers, continuity tester, 10-key calculator; telephone; copy machine; fax machine.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

**POSITION CLOSES: MAY 24, 2013**

**APPLICATION MUST BE SUBMITTED TO:**

**Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401**  
**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - DRUG & BACKGROUND**  
**TESTING REQUIRED**