

*Reports to:* Director / Assistant Director of Operations

*Responsibilities:*

1. The Information System Technician is responsible for the continuous and efficient operation of the company computer network and computer terminals to include all hardware and software.
2. The Information System Technician is not liable for any employee misuse of the computer system as outlined by the *Computer System Use* policy.

*Principal duties: (include, but are not limited to)*

1. Provide regular software updates, to the network and computer terminals.
2. Complete routine hardware and software maintenance on the network and computer terminals.
3. Maintain a regular schedule of cleaning computer hardware.
4. Act as a company representative in respect to computer issues.
5. Assist the Accounts Department and the Dispatch center with network program use.
6. Assist the Webmaster as needed.
7. Assist with computer training of employees.
8. Be available, on short notice, to correct any unforeseen computer down time.
9. Maintain a written log of all computer related activities.

*Qualifications:*

1. Have good verbal and written communication skills
2. Computer hardware and software knowledge
3. Availability to maintain an efficient computer network

*Effective:*

May 1, 2003