

Convention Center Authority

Position Title: Network Technician 1

Position #:	07266
Salary Grade:	CA 3
Effective Date:	7/1/2006
Revision Date:	

<input type="checkbox"/> Exempt
<input checked="" type="checkbox"/> Non-Exempt

<input checked="" type="checkbox"/> Full-Time
<input type="checkbox"/> Part-Time
<input type="checkbox"/> Seasonal

Indicate Employee Type

<input type="radio"/> Administration
<input type="radio"/> Sales/Marketing
<input type="radio"/> Event & Guest Services
<input checked="" type="radio"/> Operations
<input type="radio"/> Finance & Administration
<input type="radio"/> Food & Beverage Services

POSITION SUMMARY: In a few sentences, briefly describe the primary function and purpose of position.

Under the direction of Technology Supervisor is responsible for the communications, service/installation efforts to all clients/exhibitors; network maintenance; research/planning for advancement in technology; information install for interior and exterior signage.

PRINCIPAL POSITION RESPONSIBILITIES/DUTIES: Below is a list of major tasks beginning with the most important for which the position is responsible. Also included is the estimated percentage of time spent on performing the tasks. This is suggested, but not required for Exempt positions. Also identified is how critical the task is to the position, with 1 being the least important, 5 being the most important.

RESPONSIBILITIES/DUTIES	
1.	Customer sales/installation and service
2.	Maintain exhibitor network and peripherals
3.	Assist Technology Supervisor with desktop support
4.	Research technology trends
5.	
6.	
7.	
8.	
9.	
10.	Perform additional duties as assigned.

Job Evaluation Factors (Check all that apply)

Formal Education <small>(Minimum Required)</small>	<input type="checkbox"/> H.S. Diploma or GED preferred <input type="checkbox"/> Vocational or Technical School required <input type="checkbox"/> Associate's Degree preferred	<input checked="" type="checkbox"/> Bachelor's Degree preferred <input checked="" type="checkbox"/> Education/Experience Equivalent <input type="checkbox"/> Other:
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Minimum Experience <small>(Minimum Required)</small>	<input type="checkbox"/> None <input checked="" type="checkbox"/> One to three years <input type="checkbox"/> Three to five years <input type="checkbox"/> Other: _____	Impact On Budget <input type="checkbox"/> Contributory <input type="checkbox"/> Direct <input type="checkbox"/> Other:
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Decision Making <small>(level of direction & supervision)</small>	<input type="checkbox"/> Little independent judgment required <input checked="" type="checkbox"/> Judgment/discretion to make independent decisions within guidelines <input type="checkbox"/> Establish Policy & Procedures <input type="checkbox"/> Other:
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Problem Solving <small>(Typical level encountered over extensive period of time)</small>	<input checked="" type="checkbox"/> By reporting and/or talking to supervisor <input checked="" type="checkbox"/> Choices defined in standard work procedures/policies <input checked="" type="checkbox"/> Methods chosen before in similar situations <input checked="" type="checkbox"/> Identification and analysis of diverse problems <input type="checkbox"/> Complex, varied and only mildly related to those seen before <input type="checkbox"/> Requires understanding/evaluation of impact upon the NCC <input type="checkbox"/> Other:
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External Contacts	<input type="checkbox"/>	External communication is minimal
	<input checked="" type="checkbox"/>	Regular contact with general public
	<input type="checkbox"/>	External contacts involving difficult formal negotiations
	<input checked="" type="checkbox"/>	Effectively deal with diverse groups and organizations
	<input type="checkbox"/>	Other:

Supervisory Responsibility <small>(Typical level encountered over extensive period of time)</small>	<input type="checkbox"/>	None
	<input checked="" type="checkbox"/>	Authority limited to direction of temporary employees only
	<input type="checkbox"/>	Orient/train others; may act in a lead capacity
	<input type="checkbox"/>	Provide leadership/direction to staff on event related issues
	<input type="checkbox"/>	Supervise multiple functions, with full responsibility for effective operation & results
	<input type="checkbox"/>	Overall responsibility to provide direction and guidance
	<input type="checkbox"/>	Other:

Number of Direct Reports: 0

Job-Related Knowledge <small>(knowledge of...)</small>	<input checked="" type="checkbox"/>	Basic skills in oral/written communication	<input checked="" type="checkbox"/>	Microsoft Publisher
	<input checked="" type="checkbox"/>	Microsoft Word	<input checked="" type="checkbox"/>	AutoCad
	<input checked="" type="checkbox"/>	Microsoft Excel	<input type="checkbox"/>	Financial Management
	<input checked="" type="checkbox"/>	Microsoft PowerPoint	<input type="checkbox"/>	Administrative principles/practices
	<input checked="" type="checkbox"/>	Microsoft Access	<input checked="" type="checkbox"/>	Computers
	<input checked="" type="checkbox"/>	Microsoft Outlook	<input checked="" type="checkbox"/>	Other: Websites, telecommunications, etc.

WORKING CONDITIONS/PHYSICAL EFFORT: (Check all that apply)

Working Conditions

Physical Effort

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> Office, computer room | <input checked="" type="checkbox"/> High noise environment | <input type="checkbox"/> Typically sitting at a desk or table | <input type="checkbox"/> Lifting 11-25 lbs |
| <input checked="" type="checkbox"/> Service Areas | <input checked="" type="checkbox"/> High dust, dirt, grease environment | <input type="checkbox"/> Typically standing or walking | <input checked="" type="checkbox"/> Lifting 25 lbs or more |
| <input checked="" type="checkbox"/> Flexible work schedules | <input type="checkbox"/> Exposure to moving machinery | <input type="checkbox"/> Bending, crouching, stooping | <input checked="" type="checkbox"/> Using Power Tools |
| <input checked="" type="checkbox"/> Valid TN Driver's License | <input type="checkbox"/> Exposure to chemicals | <input type="checkbox"/> Running, climbing | <input type="checkbox"/> Using Pallet Jack |
| <input type="checkbox"/> Travel Required | <input type="checkbox"/> Outdoor exposure to weather | <input checked="" type="checkbox"/> Intermittently sitting/standing/walking | <input checked="" type="checkbox"/> Using Utility Carts |
| <input checked="" type="checkbox"/> Exposure to Customers | <input type="checkbox"/> Requires Pre-employment Physical | <input checked="" type="checkbox"/> Climbing ladders/scaffolds | <input type="checkbox"/> Using Forklift |
| | | <input type="checkbox"/> Lifting 10 lbs or less | <input type="checkbox"/> Driving CCA Vehicle |

Employee Print Name/Date _____

Date: _____

I have read and understand the job requirements.

Employee's Signature _____

Supervisor Print Name: _____

Date: _____

Supervisor's Signature: _____

Title: _____

Copies to: Employee
Department Director
Personnel File

IS Communications Technician I (Network Technician)

For HR Use Only (Do not write below this line):