

# [Church Name]

## Computer Technician Job Description

**Job Title:** Computer Technician

**Reports To:** Church Administrator

**Position Status:** Full-Time

### **Purpose:**

The Computer Technician will ensure the computer, audio and visual related technologies used by [Church Name] to function properly and flawlessly. He or she must be well-educated in computer systems and network functions. The goal is to install and maintain high quality networks and computer systems.

### **Responsibilities:**

The Computer Technician is responsible for:

- Planning, executing, and evaluating projects such as setting up hardware, configure software and drivers, etc. according to the predetermined standards, timelines and budgets.
- Performing installations, website recommendations, technology maintenance, updates and repair work on any audio, video and computer-related equipment that supports the church.
- Serving all staff and ministry leaders with a focus on every church service and all ministry meetings that can be enhanced through the use of technology.
- Providing the technical leadership in web development, user interface (UI) design and coding expertise required to manage multiple development projects in support of web properties and digital communications. Influencing others through experience and technical knowledge and interacting with ministry stake holders will be critical to the success of this role.
- Assisting the senior pastors in the development and execution of communication initiatives related to the communication strategy of the church. Managing multiple projects simultaneously and implementing overall strategy for plans across multiple ministry channels.
- Working with all staff and reports to the Church Administrator seeking direction from him/her, especially when there are any immediate needs to address.
- Coordinating different types of technology such as Skype during the worship service at mission's meetings, seminars, and ensuring all events are free from technological glitches and creating a flawless standard with redundancy.
- Serving internal clients through understanding expectations, facilitating communication, clear deliverables and follow up. Ensuring positive and long-lasting relationships with both clients and internal teams.
- Managing multiple projects concurrently maintaining a command of details, timelines and next steps.
- Managing the budget based upon designated cost per project

**[Church Name]**  
**Computer Technician Job Description (Continued...)**

- Proactively solve and anticipate IT related problems.
- Providing a high level of customer service to the end user while performing the majority of the mentioned tasks above.

**Qualifications:**

- A personal relationship with Jesus Christ, and a passion to see the power and truth of the gospel actively at work in the lives of [Church Name]
- Possess a willing attitude with the ability to get up to speed quickly
- Must quickly without a lot of direction be able to a self-starter
- Possess strong communication skills (interpersonal, written and verbal)
- Demonstrate planning, analysis and estimation skills
- Demonstrate the ability to work independently and multi-task
- Ability to interact with both technical and non-technical personnel
- College degree (or equivalent experience) in related field with references
- Extensive experience of computers and servers
- Thorough understanding of Windows, Microsoft, Apple and various network hardware

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

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Signature [Computer Technician]

Date

Revised: \_\_\_\_\_