CLASS TITLE: PROJECT MICROCOMPUTER LAB TECHNICIAN

BASIC FUNCTION:

Under the direction of the Dean of Economic Development and Customized Training, install, service, maintain and operate the open lab; provide assistance in the use of microcomputers, peripherals and software for clients, students, staff and faculty within the South County Career Center.

REPRESENTATIVE DUTIES:

Oversee the daily operation of assigned microcomputer laboratories and related areas. *E*

Provide information to clients, instructors, students and staff on use of equipment. *E*

Facilitate scheduling and enrollment of computer classes; direct lab assistants; provide assistance to students and clients in open lab. *E*

Establish and enforce lab policies and procedures. *E*

Evaluate and recommend purchases of microcomputer software and systems; maintain current information on prices and packages; design layouts and provide technical support related to purchase of microcomputers, network equipment and peripherals; research pricing, compatibility and availability of equipment. *E*

Provide in-service training for staff in microcomputer operations and applications. *E*

Assist staff in the development or selection of suitable instructional programs; develop computer-assisted instructional courseware for staff and clients; write programs and adapt existing programs as necessary. *E*

Operate a variety of microcomputers and peripherals such as hard drives, modems, printers and others. *E*

Maintain records and inventory for assigned labs; provide security for software and hardware. *E*

Inspect, diagnose and arrange for on or off-site repair of hardware as required; perform minor adjustments, preventive maintenance, repair and assist in the installation of new equipment. *E*

Maintain current knowledge of technological advances in the computer field; attend seminars, trade shows, vendor demonstrations and product training sessions.

October 1996

Provide work direction to student workers as assigned.

Generate and give presentations including computer multimedia presentations, color transparencies, posters, flyers and graphs as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Microcomputers including IBM and IBM compatible PC's and components.
Programming and hook-up of microcomputers.
Technical aspects of field of specialty including networking system.
Basic and structured computer programming language.
Record-keeping techniques.
Computer assisted instruction techniques.
Principles and practices of administration, supervision and training.
District organization, operations, policies and objectives.
Oral and written communications skills.
Interpersonal skills using tact, patience and courtesy.
Computer office software applications such as Microsoft Office, Word Perfect and others.

ABILITY TO:
Program in assigned computer applications and languages currently in use at the center and
    College.
Establish and maintain cooperative and effective working and instructional relationships
    with others.
Operate IBM and IBM compatible personal computers and peripheral equipment.
Work independently with little direction.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Maintain records and prepare reports, including daily and monthly statistics.
Critique and select microcomputer hardware and software.
Work with mainframe and network computer environments.
Perform minor maintenance, service, repair and upgrades as needed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level course work in computers or computer related technology, two years direct customer service experience and two years of increasingly responsible work experience as a technician.

October 1996

WORKING CONDITIONS:

ENVIRONMENT:
Microcomputer lab within a multi-agency structured environment.

PHYSICAL ABILITIES:
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to observe students and lab equipment.
Speaking to communicate instructions.
Standing and walking for extended periods of time.
Lifting of moderately heavy computers and related equipment and supplies.

RANGE 24

APPROVED BY THE GOVERNING BOARD ON _November 14, 1996_

October 1996