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| JOB TITLE: | TECHNICIAN COMPUTER LAB |
| DIVISION | TECHNOLOGY |
| SALARY SCHEDULE/GRADE: | 1A, GRADE 7 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8550 |
| BARGAINING UNIT: | CLAA |

REVISED:          Submitted:

07/17/2019      07/16/2019

## SCOPE OF RESPONSIBILITIES

Assumes responsibility for the upkeep of the computer lab and efficiently scheduling its use and the complete operation of all information processing equipment and the uses of advanced information processing functions. Provides support for the formal and informal training of end users on and off-site.

## PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Operates successfully the computer hardware and software used by unit personnel

Maintains scheduling and in-service records and other databases required for computer projects

Assists staff with the production of training materials and is responsible for maintaining the equipment

Provides support to users of computer systems

Maintains bid specifications for microcomputer hardware and software

Maintains the hardware inventory and maintenance records of the unit/system

Assists with the successful completion of special projects assigned to the unit/system

Supports the staff in the district-wide evaluation of software

Develops forms and correspondence related to the efficient operation of the unit/system

Trains end users in specific applications

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs the duties as assigned by the supervisor

## PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

## MINIMUM QUALIFICATIONS

High School Diploma or G.E.D

Three (3) years of successful experience with word processing, information processing, or microcomputers

Two (2) years of experience assisting users in the appropriate operation of computers

Availability to work flexible hours

Knowledge of office management skills

Effective communication skills

## DESIRABLE QUALIFICATIONS

Demonstrated ability to develop strong interpersonal relationships with computer using adults

Post-secondary training in information processing techniques and equipment

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| Mechanical dexterity and aptitude to maintain operation of equipment |
| Experience in a diverse workplace |