



NEW: Submitted:
07/17/2019 07/16/2019

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

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

Mechanical dexterity and aptitude to maintain operation of equipment

Experience in a diverse workplace