BASIC FUNCTION:

Under the direction of an assigned supervisor, supervise the computing facilities maintained for the use of students in various programs; plan, coordinate, direct, and participate in support services and day-to-day activities; supervise and provide input for the evaluation of assigned personnel. The computing facilities include microcomputer, networking, and electronic labs, and classrooms.

REPRESENTATIVE DUTIES:

1. Plan, coordinate, direct and when necessary participate in support services and day-to-day activities of the computing facilities.

2. Coordinate, direct employees and participate in diagnosis, repair, installation and maintenance of microcomputer systems, as well as local area networks within the division facilities.

3. Supervise and evaluate the performance of assigned staff; interview, and participate in selecting employees; counsel, discipline, and terminate personnel according to established policies and procedures.

4. Hire part-time casual and student employees; recommend steps for salary increases when appropriate.

5. Provide technical support and assistance to faculty, administrators, and staff.

6. Assist in the development of department budget; monitor and approve expenditures according to established guidelines.

7. Establish, oversee and participate in maintaining records and preparing reports.

8. Coordinate and prioritize faculty, staff, and student requests for use of facilities and equipment.

9. Evaluate and implement departmental policies and procedures.

10. Maintain departmental software license records.

11. Prepare and conduct meetings; attend meetings and participate on committees.

12. Coordinate and facilitate faculty development projects in the facilities.

13. Communicate with District and Campus administrators and staff to receive information, resolve issues, determine needs, discuss budgets, personnel matters, security and safety; establish communication with vendors to assure accurate exchange of knowledge and information.

14. Communicate with outside agencies that make use of the instructional facilities.

15. Operate various computers, testing equipment and software, mechanical, hand, and power tools, and other related equipment.

16. Perform special projects as needed; assist departmental personnel in completion of duties as necessary.
17. Review, evaluate and remain current concerning technologies and procedures; attend related workshops. Share information by providing in-service training to staff.

18. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Principles and practices of supervision and training.
2. Budget preparation and control.
3. Computer hardware systems, software applications utilized by the District.
4. Operation of microcomputers, hardware, software, and audio-visual equipment, applications, and diagnostics.
5. Operations of local area networks, hardware, and software.
6. Technical aspects of field of specialty.
7. Diagnostic techniques and procedures used in electronics repair.
8. Oral and written communication skills.
9. Record-keeping techniques.
10. Materials, methods and tools used in the operation and repair of electronic systems.
11. Health and safety regulations and procedures.
12. Proper methods of storing equipment, materials and supplies.
13. Operation, use and care of specialized equipment including power tools and testing equipment.
15. Inventory methods and techniques.

ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty, and staff.
2. Plan, coordinate and direct support services and day-to-day activities.
3. Train, supervise and evaluate assigned personnel.
5. Operate various computers, testing equipment and software, mechanical hand and power tools and other related equipment.
6. Maintain accurate inventory and records of equipment and software licenses.
7. Communicate effectively both orally and in writing.
8. Maintain current knowledge of technological advances in the field.
9. Learn, apply and explain policies, procedures, rules and regulations.
10. Meet schedules and time lines.
11. Prioritize and schedule work.
12. Monitor and participate in the acquisition and installation of new equipment and software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelors degree in Computer Science, or related field, with four years increasingly responsible experience in an instructional computing facility, two of which were in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

1. Office environment.

PHYSICAL ABILITIES:

2. Hearing and speaking to exchange information.
3. Dexterity of hands and fingers to operate a computer keyboard.
4. Sitting for extended periods of time.
5. Seeing to read various materials.
6. Bending at the waist, kneeling or crouching to file various materials.

DATE APPROVED: March 1, 1999
RANGE: 5-56
EEO-CATEGORY: H-30