SANTA ROSA JUNIOR COLLEGE

TITLE	CLASSIFICATION	SALARY GRADE
COORDINATOR, COMPUTER AIDED DESIGN (CAD) LABS	CLASSIFIED	GRADE: P
BOARD POLICY REFERENCE: 2012-13 CLASSIFICATION STUDY		Board Approved:

JOB DESCRIPTION:

Under general supervision, plans, organizes and coordinates activities within Computer Aided Design (CAD) computer labs; designs, implements, analyzes and troubleshoots CAD, Engineering, Geographic Information Systems (GIS) and Animation classroom computer systems. Administers Active-directory tasks District-wide that support CAD software implementation to other departments; serves as a technical resource for faculty and staff in the development and implementation of engineering, GIS and animation technologies and related instructional curriculum; troubleshoots, repairs and maintains District servers, computer hardware, GIS and Global Positioning System (GPS) satellite equipment, engineering and surveying data collectors; trains and directs the work of laboratory staff; and performs related work as required.

SCOPE:

The Coordinator, CAD Labs oversees the daily activities of CAD/GIS and Animation laboratories and the design, implementation, troubleshooting, support and maintenance of CAD, Engineering, GIS and Animation servers/software for the District.

DISTINGUISHING CHARACTERISTICS:

The Coordinator, CAD Labs is distinguished from the Coordinator, Computer Labs by the emphasis on the specialized disciplines of CAD, Engineering, GIS and Animation.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Researches, designs, implements, and maintains CAD software/hardware and servers, and GIS and GPS software and related equipment, GPS peripheral and equipment targeted for high-end computing and complex engineering curriculum.

2. Serves as a technical resource and support for all complex CAD/CAM, Engineering, GIS, GPS and Animation software/hardware issues.

3. Troubleshoots, upgrades and maintains Civil Engineering & Surveying hardware/software, data collectors and total stations.

4. Plans and schedules software upgrades; tests, debugs, configures and documents software as required meeting user needs.

5. Leads staff meetings to coordinate laboratory activities among staff.

6. Attends conferences and workshops to maintain current knowledge of emerging information technology trends and developments.

7. May serve as a lead worker for other Classified staff in the area.

8. Supervises, trains and directs the work of short-term, non-continuing and student employees.

EMPLOYMENT STANDARDS

ABILITY TO:
Perform skilled work in the installation, maintenance, support and repair of microcomputer equipment and network server operating systems; maintain current knowledge of emerging engineering , CAD, GIS, GPS, animation and information technology trends and developments; ability to speak and write effectively in individual and group settings including training sessions; perform work with accuracy and speed; maintain records; give and follow oral and written communications; act as a lead worker to other Classified staff in the area; supervise short-term, non-continuing and student employees; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:
Server administration procedures and practices; local area networking services and protocols, principles and practices of troubleshooting; server and desktop hardware, applications and operating systems; network image deployment methods; remote access software to configure and control workstations; supervisory skills; budget inventory control; and Engineering, CAD, GIS, GPS, and Animation.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:
Associate's degree in Engineering or related area or related certifications required. Associate's degree in Engineering and related coursework/certifications preferred.

Experience:
Increasingly responsible experience in advanced Engineering and CAD applications and related hardware, including GPS surveying equipment. Demonstrated experience in Active directory, software profiling mandatory/roaming, group policy deployment, operating systems, networks, servers, software applications and directing the work of others. Work in an educational setting preferred.