



TITLE	CLASSIFICATION	SALARY GRADE
MICROCOMPUTER LAB SPECIALIST I	CLASSIFIED	GRADE: K
BOARD POLICY REFERENCE: 2014/15 Classification Review		

JOB DESCRIPTION:

Under general supervision, coordinates activities within a microcomputer laboratory; maintains standards for lab use; serves as a liaison between faculty and students; assists students with assignments; and performs related work as required.

SCOPE:

The Microcomputer Lab Specialist I performs basic repairs of computer hardware and peripheral equipment; installs and upgrades computer software; and provides technical support to students completing computer laboratory assignments.

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. Installs, configures and upgrades software and operating systems; performs basic repairs to hardware and peripheral equipment in laboratory and classrooms.
2. Sets up laboratory for teaching demonstrations and classroom exercises; provides technical support to faculty and students; explains laboratory assignments and the use of computer and media hardware and software and assists faculty with their use.
3. Ensures necessary hardware, software, and media equipment is available
4. Instructs faculty, students and staff on laboratory policies and procedures.
5. Maintains laboratory usage and student attendance records.
6. Writes documentation and prepares flow charts and posts documentation online for use by staff and students.
7. Maintains current knowledge of emerging information technology, trends and developments.
8. Attends departmental and administrative meetings to coordinate laboratory services.
9. Orders and maintains supply inventory.
10. Ensures security of laboratories and equipment; communicates with District Police to provide schedule for unlocking/securing lab classrooms.
11. Trains and directs the work of student employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Perform skilled work in the installation, maintenance, and repair of microcomputer equipment; maintain current knowledge of emerging information technology trends and developments; present classroom materials; instruct others and perform demonstrations in the area assigned; ability to speak and write effectively in individual and group settings including training sessions; perform administrative work with accuracy and speed; maintain records; give and follow oral and written communications; train and direct the work of student employees; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Microcomputer application software and microcomputers and their operation; various operating systems; fundamentals, terminology, techniques, equipment and materials in assigned area.

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:

Graduation from high school with some related college coursework and/or related certification.

Experience:

Some previous experience with microcomputers, operating systems, networks and software applications. Experience in tutoring or other work in a related educational setting preferred.