



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
COORDINATOR, MICROCOMPUTER LAB	CLASSIFIED	GRADE: N MONTHS:
BOARD POLICY REFERENCE: 1999 CLASSIFICATION STUDY		Board Approved: 4/00

JOB DESCRIPTION:

Under direction, plan, organize and coordinate activities within microcomputer laboratory; order, receive, store, issue and inventory laboratory supplies and equipment; troubleshoot, repair and maintain computer hardware, software, and peripheral equipment; train and direct the work of laboratory staff; and perform related work as required.

SCOPE:

The Coordinator, Microcomputer Lab oversees the daily activities for microcomputer laboratory.

DISTINGUISHING CHARACTERISTICS:

The Coordinator, Microcomputer Lab is distinguished from the Micro Computer Lab Specialist II by the increased breadth of overall coordination of one or more micro computer labs with a multi-curricular scope.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Coordinates with departments and faculty to prepare laboratory schedules and determine instructional support needs.
2. Plans and organizes computer software, hardware, peripheral equipment, and other related supply purchases to meet instructional support needs.
3. Troubleshoots, upgrades and maintains hardware and network servers; develops and maintains documentation.
4. Plans and schedules software upgrades; tests, debugs, configures and documents software as required to meet user needs.
5. Establishes and maintains computer laboratory policies and procedures.
6. Leads staff meetings to coordinate laboratory activities among staff.
7. Attends conferences and workshops to maintain current knowledge of emerging information technology trends and developments.
8. Maintains and monitors supplies, student staff, and operating budgets.
9. Maintains equipment inventory, repair requests and records.
10. May serve as a lead worker for other classified staff in the area.
11. Supervises, trains and directs the work of student assistants.

EMPLOYMENT STANDARDS

ABILITY TO:

Perform skilled work in the installation, maintenance, support and repair of microcomputer equipment and network server operating systems; 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 clerical and administrative 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 student assistants and short-term, non-continuing employees; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Microcomputer application software and Macintosh and IBM-compatible microcomputers and their operation; various operating systems such as Windows and Macintosh; fundamentals, terminology, techniques, equipment and materials in area assigned; budget and revenue control.

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 Computer Science.

Experience:

Two years experience working with microcomputers, operating systems, networks and software applications. Work in an educational setting preferred.