

TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
PETALUMA MICROCOMPUTER LAB COORDINATOR	CLASSIFIED	GRADE: O MONTHS: 12
BOARD POLICY REFERENCE: 2005 Classification Review		Board Approved: 09/06

**JOB DESCRIPTION:**

Under general supervision, plan, organize, and coordinate services within the Petaluma microcomputer labs. Coordinate, design, implement, analyze and troubleshoot campus-wide instructional lab and classroom computer systems. Serves as a technical resource for faculty in the development and implementation of technologies in support of instructional curriculum; serves as an Information Technology Coordinator for instructional computing. Coordinates network system design and implementation for the Petaluma Campus; trains faculty and staff in the use of and administration of instructional computer systems. Serves as a lead worker to other classified staff in the area; and performs related work as required.

**SCOPE:**

The Petaluma Microcomputer Lab Coordinator works to coordinate the design, implementation, troubleshooting and maintenance of instructional computing resources for the Petaluma Campus and Technology Academy and provides expertise to enable the design and delivery of technical services. Oversees the daily operations of instructional computer labs and services.

**DISTINGUISHING CHARACTERISTICS:**

The Petaluma Microcomputer Lab Coordinator is distinguished from the Coordinator, Microcomputer Labs by the increased scope in the overall coordination of the entire group of computer labs at the Petaluma Campus; the expectation to resolve complex technical problems and to focus on the technical aspects of instructional computing labs and classes at the Petaluma Campus and Technology Academy. This classification also provides technical resources for the development and implementation of advanced information technology curriculum at the Petaluma Campus.

**KEY DUTIES AND RESPONSIBILITIES:**

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

1. Coordinates and implements instructional computing needs for the Petaluma Campus and Technology Academy.
2. Identifies, discusses, troubleshoots and resolves technically complex server and computer system problems for Petaluma Campus instructional computing environment.
3. Serves as a resource for faculty to assist in identifying their software, hardware and network performance needs; formulates implementation solutions; implements workstations, servers, and networks.
4. Recommends computer software, hardware, peripheral equipment and other related supply purchases to meet instructional support needs; coordinate with departments and faculty to prepare schedules.
5. Coordinates and trains lab staff to maintain computer workstations and software installed in all labs and classrooms.
6. Performs hardware, operating system and application analysis; identifies and discusses installation and network access needs; determines appropriate access rights.

**KEY DUTIES AND RESPONSIBILITIES (cont.):**

7. Tests and implements needed desktop installation configurations; identifies and resolves software conflict.
8. Maintain established tracking system of instructional computing repairs.
9. Implements and maintains computer laboratory policies and procedures.
10. Maintains and monitors supplies, student staff and operating budgets.
11. Maintains equipment, inventory and other operational records as required.
12. Serves as a lead worker for other classified staff and student employees in the area.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Coordinate, develop, plan and implement computer lab networks, workstations and servers using multiple operating systems, software and hardware; oversee daily operations of instructional labs; support computer labs by providing consultation, training and technical backup for staff; troubleshoot networked computer lab systems including servers, workstations, network equipment in an instructional environment; present instructional computing systems and related programs to an audience; write and communicate clearly in technical documentation and instruction; give and follow oral and written communications; act as a lead worker to other classified staff in the area; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

Computer network systems, principles and techniques; network administration procedures and practices; local area networking and troubleshooting principles and practices; networking protocols; server and desktop operating systems; networking hardware; network firewalls; and network management/monitoring software applicable to an instructional computing lab and class environment.

**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:*

An Associate's Degree with related college coursework. An industry recognized professional networking certification, such as MCSE (Microsoft Certified System Engineer) or CCNA (Cisco Certified Network Associate).

*Experience:*

Two years coordinating information technology related services and resources, preferably in a multi-curriculum instructional environment. Two years administering a heterogeneous, multi-protocol network using a combination of network operating systems is highly desirable.

**SPECIAL REQUIREMENTS:**

Must be able to sit for a prolonged period of time in front of a computer monitor. Must be able to perform physical activities such as, but not limited to, bending, standing, climbing or walking.