



## **JOB TITLE: COMPUTER LAB SPECIALIST**

Classification: Classified  
Salary Range: 36

Retirement Type: PERS\*  
Revised/Board Approved: September 13, 2004

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### **BASIC FUNCTION:**

Under the direction of a supervisor, dean, or director, is responsible for the day-to-day operations of a computer lab facility.

### **REPRESENTATIVE DUTIES:**

Recruit, coordinate and oversee the work of student workers and temporary personnel assigned to assist faculty and students in computer laboratories.

Maintain records for license agreements. Implement the review of software used on the network and in computer laboratories to ensure usage is within copyright guidelines.

Coordinate repairs and updates with the District's Help Desk, Computer System Support Technicians and vendors.

Monitor and maintain physical and data security measures for assigned lab equipment and facilities.

Perform level one basic service, operator maintenance and cleaning of lab computers and related equipment.

Assist students and faculty with various software and hardware related questions.

Install, configure and maintain computer software.

Order supplies, materials and equipment.

Maintain knowledge of current trends and developments in the computer fields.

Monitor lab usage and produces usage reports on a regular basis.

Assist in development and implementation of goals, objectives, policies, and priorities for the computer labs.

Perform related duties as assigned.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

Must have an Associate Degree and three years of relevant experience or equivalent combination of education and related experience.

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

Extensive software application knowledge, including MS Office and other commonly used programs.

Current trends and technology in the fields of computers and computer aided education.

Hardware and networking abilities.  
Modern office practices, procedures, and equipment.  
Principles of providing training and work direction.  
Methods and practices of thorough financial and statistical record-keeping techniques.

Abilities/Skills:

Communicate effectively both orally and in writing.  
Analyze situations and adopt effective course of action.  
Organize day-to-day operations of specific area.  
Read, interpret, apply and explain rules, regulations, policies, and procedures.  
Meet schedules and deadlines.  
Maintain confidentiality of division records as required.  
Instruct students in proper usage of PCs and software.

**WORKING CONDITIONS:**

Typical office and/or computer lab setting.  
Extensive computer work.  
Long periods of standing and sitting.  
Lift and carry up to 25lbs.  
Move from one work area to another as needed.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.