

**Santa Monica Community College District
Personnel Commission**

Computer Lab Supervisor

Page 1 of 3

CONCEPT OF THE CLASS

The position in this classification manages the instructional and staff computing facilities.

ESSENTIAL DUTIES

Monitors the use and security of the computing facilities; ensures that computing facilities are adequately staffed to operate at optimal levels; develops log-on and special access procedures for staff and students; resolves scheduling conflicts

Selects, trains and evaluates subordinate computing facilities staff

Develops, reviews and implements computing facilities rules, policies and protocols

Identifies equipment and materials needed; orders and arranges for installation of new hardware or software; gathers and/or compiles data for required reports

Troubleshoots problems and makes or arranges for repairs; schedules routine and emergency maintenance

Orients new users to the various computing capabilities of the computing facilities

Organizes, prepares and conducts training and orientation for staff

Plans, reviews, and monitors budget for the computing facilities; prepares and submits personnel and payroll records

Serves as liaison with faculty, administrators, staff and students; attends and participates in programs, seminars, conferences and workshops

Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

SUPERVISION

Supervision Received:

The position in this class receives general direction from the Dean, InformationTechnology

Supervision Exercised:

This position supervises classified as Computing Lab Assistant Supervisor, Academic Computing Instructional Specialists, Media Resources Assistant and Media Resources Assistant II.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of desktop computer operating systems

Knowledge of various computer software packages including instructional course management software.

Knowledge of one or more computer programming language(s)

Knowledge of software installation and configuration procedures

Knowledge of effective supervisory techniques

Ability to perform troubleshooting of hardware, software, and peripheral equipment malfunctions.

Ability to organize, prepare and conduct training for computing facility staff

Ability to read and understand a variety of technical manuals

Ability to prepare and maintain accurate records of equipment and records of repairs

Ability to communicate effectively both orally and in writing with computer users and outside vendors

Ability to establish and maintain effective working relations in a diverse educational environment

MINIMUM QUALIFICATIONS***Education:***

Baccalaureate Degree in Business Administration, Public Administration, Computer Information Systems, Computer Science, Mathematics or a closely related field.

Experience:

Four (4) years of progressively responsible work experience scheduling services provided in an instructional computing facility, one (1) year of which must have included supervision of a large technical staff.

Education/Experience Equivalency:

Experience and/or education of the same kind, level and amount as required in the minimum qualifications may be substituted on a year-for-year basis.

Licensure and/or Certification:

None

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to fit, carry, push, or pull up to 50 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: Information Technology

FLSA Status: Non-Exempt

Personnel Commission Approval Date: 11/30/06

Class History: Computer Laboratory Supervisor (07/92), (04/95)

Revision Date(s): Hay Study, November 30, 2006