San Diego Community College District
CLASSIFICATION DESCRIPTION

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Job Code:	D1236
Original Date:	09/1989
Last Revision:	09/2016
Staff Type:	Classified
FLSA status:	Non-exempt
Salary Range:	09

Title: Micro Specialist Supervisor

Unit: Supervisory and Professional

DEFINITION

Under the direction of an assigned supervisor or manager, plan and supervise a classified staff of Instructional Lab Technicians to ensure the operation and maintenance of a complex instructional computer lab.

EXAMPLE OF DUTIES

1. Supervise the daily operations of a complex instructional computer lab, scheduling and assigning work to ensure continuous learning in the lab.

2. Assist in the selection of assigned staff; train, supervise, and evaluate the performance of assigned staff; recommend disciplinary action as necessary; resolve personnel problems.

3. Identify, analyze, and resolve problems related to computers and networks throughout all college labs.

4. Establish and maintain standard configurations for computers, peripherals, and networks throughout the campus.

5. Program utility routines and other application software to support instructional programs.

6. Assist faculty and administration in determining and implementing future directions for technology support.

7. Oversee the maintenance of all college academic computing equipment.

8. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:
    Computer hardware, software, operating systems, and networks.
    Oral and written communication skills.
    Principles and practices of supervision and training technical staff.
    Principles, practices, and terminology used in the computer science field, particularly pertaining to instructional labs.
    Programming languages as required.
    Safety regulations involving computers and peripherals.
    Technical aspects of field of specialty.

Skills and Abilities:
    Analyze situations and resolve problems.
    Assist in determining and implementing future directions for technology support.
    Communicate effectively both orally and in writing.
    Establish and maintain effective working relationships with others.
    Establish priorities and meet schedules and time lines.
    Maintain records and prepare reports.
    Maintain working condition and security of computer lab equipment.
    Plan, organize, and supervise work.

Set up and operate computer systems, including networks.
Train and motivate personnel.
Understand and follow oral and written directions.
Work cooperatively with others.
Work independently with little direction.

Training and Experience:
Any combination of training and experience equivalent to: satisfactory completion of 15 semester units of courses related to computer science and two years of increasingly responsible experience in computer science in an instructional setting; as well as a minimum of one year experience coordinating and supervising technical personnel.

License:
Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:
Category II

Environment:
Favorable, involves an instructional lab setting.