STATE CENTER COMMUNITY COLLEGE DISTRICT
MICRO-COMPUTER SPECIALIST

DEFINITION
Under direction repairs and advises on the use of micro-computers.

DISTINGUISHING CHARACTERISTICS
This classification performs complex duties in accordance with general instructions or procedures. This position differs from others by the responsibility for or variety of activities, work being limited to micro-computers and does not include coordination responsibilities with other systems.

EXAMPLES OF DUTIES
Performs a variety of work including analysis and repairs on a variety of district owned micro-computers, problem resolution and advice on software and its uses, and training users in general use of micro-computers. May perform other related duties as needed.

EMPLOYMENT STANDARDS
Education: Associate degree or equivalent in computer and electronics repair.

Experience: Responsible experience in a public agency or private firm repairing microcomputer equipment.

Knowledge and Abilities: Knowledge of data processing procedures and practice, computer programming languages and operating environments for micro-computers, micro-computer operating systems (MAC and Windows) integration of mobile computing devices in the enterprise environment (i.e. handheld computers, personal digital assistant (PDA), and smartphones), telecommunications, logic and digital electronics, copyright laws, and electronic measuring instruments. Skill to read and interpret highly technical materials, use data processing systems to maintain records and produce reports, test, troubleshoot, and repair complex digital electronic equipment, format disks and run back-up copies, and analyze hardware and software needs of users and assists users in computer use. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Skill to employ simple mathematical techniques. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.