STATE CENTER COMMUNITY COLLEGE DISTRICT
MICRO-COMPUTER RESOURCE TECHNICIAN

DEFINITION

Under direction repairs, advises and provides training 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 activities or variety of activities, including the integration of micro-computer systems with other platforms. This position may require lead responsibilities.

EXAMPLES OF DUTIES

Performs a variety of work including analysis and repair on a variety of district owned micro-computers and peripherals; training of users in installation and uses of micro-computer hardware and software and related equipment (i.e., multi-media presentation equipment); maintaining micro-computer networks; benchmarking of new types of equipment; advising on hardware and software and appropriate uses; serving as liaison between users and other departments to maintain district standards. May perform other related duties as needed.

EMPLOYMENT STANDARDS

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

Experience:  Considerable experience in technology related fields.

Knowledge and Abilities: Knowledge of information systems procedures and practice; operating environments for micro-computers (MAC and Windows); integration of mobile computing devices in the enterprise environment (i.e. handheld computers, personal digital assistant (PDA), and smartphones); multi-media software applications and peripherals; telecommunications applications; virus detection, identification and prevention; copyright laws; and computer based test/measurement instruments. Skill to read and interpret highly technical materials; use data bases to maintain records, inventory and produce reports; troubleshoot and repair complex computer and computer related equipment. Skill to assist with the implementation of computer networking including cable testing and splicing of various types of cable and fiber optic applications. Knowledge of industry standard networking products and Internet. Knowledge of and ability to employ correct English usage, spelling, grammar, and punctuation. Skill to employ 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.

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Approved:  November 20, 1995
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Salary Range:  63