COMPUTER LAB TECHNICIAN   **Class Code: 7526**

BASIC FUNCTION:

Organize and operate a microcomputer laboratory for training and practical use; schedule lab use and assist faculty and staff with equipment operation and applications software; provide lab support and informal and formal training to lab users and other school microcomputer users; adjust and maintain microcomputer equipment.

REPRESENTATIVE DUTIES:

- Organize and operate a microcomputer laboratory for training and practical use; schedule lab use and assist faculty and staff with equipment operation and applications software.
- Maintain in-service records and other data bases required for computer projects.
- Provide lab support and informal and formal training to lab users and other school microcomputer users; assist with the creation and production of training materials.
- Adjust and maintain microcomputer equipment; identify equipment malfunction to assure proper maintenance and repair; troubleshoot for hardware and software problems.
- Provide user support in the lab and on the telephone to computer system users at District school sites.
- Maintain bid specifications for microcomputer hardware, peripherals and related software applications; coordinate the purchase and repair of computers and peripherals; assist District staff with evaluation of software.
- Maintain a hardware inventory and maintenance records for lab equipment; maintain laboratory usage statistics.
- Format, maintain and restore hard disk drives.
- Provide for lab security.
- Maintain a clean and orderly laboratory environment.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Microcomputer operations and related information processing.
- Use of computer utility software.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Various word processing spreadsheet and data base applications.
- Operating procedures and practices appropriate to an instructional computer laboratory.
- Modern office practices, procedures and equipment.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.

ABILITY TO:

- Organize and operate a microcomputer laboratory for training and practical use.
- Schedule lab use and assist faculty and staff with equipment operation and applications software.
- Provide lab support and informal and formal training to lab users and other school microcomputer users.
- Operate, adjust and maintain computers and peripheral equipment.
- Assist staff and faculty in the use of information processing equipment and familiarize users with applications software and utility programs.
- Organize and oversee computer laboratory operations.
- Maintain current knowledge of technological advances in the field.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Maintain records and prepare reports.
- Maintain current knowledge of technological advances in the field.
- Communicate data processing procedures and requirements to users.
- Provide technical assistance to District computer systems users.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law including or supplemented by college-level course work in computer-related technologies and three years experience in the operation and maintenance of microcomputers and peripheral equipment.

My signature below indicates that I have been given a copy of my job description.

_____   _____
                  Signature   Date