

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL NETWORK SPECIALIST

BASIC FUNCTION:

Under the direction of the Director of Information Systems and Computing Technology, serve as a key support leader for computer hardware and software for instructional programs, services and laboratories; assume District-wide responsibility to facilitate/install, configure and troubleshoot small computer systems including networks; introduce computer lab facilities and features to District instructional staff; assure the smooth functioning of instructional computer hardware and software throughout the District; assist in the development and maintenance of budget and advise on expenditures for computer-related purchases; serve as a resource of technical information regarding informational technology.

REPRESENTATIVE DUTIES:

Oversee the day-to-day operations of laboratory facilities and equipment; repair and maintain stand-alone PC's, scanners, LCD panels and related equipment; coordinate multiple laboratory operations between various instructional departments. (E)

Repair and maintain hardware; analyze needs, purchase, install and update instructional software and hardware within labs, classrooms and offices; maintain various Novell network systems. (E)

Oversee and coordinate laboratory preparation; analyze and coordinate laboratory needs at other District sites including Marysville and Lake campuses. (E)

Schedule laboratory facilities for instructors and student tutors; organize laboratory registration and recording of attendance; prepare and post schedules for lab assistants, instructional assistants and instructors. (E)

Arrange for special computers, keyboards or table arrangements to enhance physically- challenged students access and to accommodate other special needs of student users. (E)

Provide training and orientation to lab instructional assistants, instructors and other instructional staff in areas of hardware and application or network software operations; produce appropriate written materials to support operations of labs. (E)

Research and create standard laboratory policies and procedures; enforce applicable District policies and procedures necessary to maintain security of hardware and software. (E)

Maintain software library including disks and manuals; obtain software to be used each semester from instructors; reformat, prepare and install files and software needed for each semester. (E)

Make directories and create operating system files and backups; reformat computers and restore with new files backed up from the file server; inspect personal computers for missing, rearranged, added or altered files; reinstall or restore files as needed. (E)

Prepare and test tutorial disks and software applications for laboratory personal computers; input into computer databases laboratory selections and personal information on student users. (E)

Organize and maintain lab office files; copy documents; compose memoranda and other printed materials. (E)

Maintain user accounts on mail and Web server. (E)

Assist in coordinating student laboratory assignments, use of equipment and materials for laboratories, software applications and programming languages. (E)

Other related duties as assigned. (E)

KNOWLEDGE OF:

Client/server technologies.

Software installation and maintenance techniques and procedures.

TCP/IP, MSDOS, Macintosh, Unix, Novell systems and protocols.

Programming languages such as Pascal, Basic, COBOL, Fortran and C languages.

Application packages including Excel, QuatroPro, Microsoft Windows, Word and Works, WordPerfect, Lotus 1-2-3, Minitab, various math packages, hypercard and AppleTalk.

Office procedures including basic bookkeeping methods.

Computers including network nodes and personal computer operating mechanics and capabilities.

Skills and techniques necessary to lead and train others.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Computer-aided techniques of instruction.

ABILITY TO:

Work independently with little or no direction.

Respond well under pressure and adapt to frequently occurring change in program objectives and technological resources.

Communicate effectively with students, staff, faculty, and the public.

Follow verbal and written directions.

Perform repairs on machines and equipment.

Learn District policies and procedures.

Operate office machines.

Organize and maintain accurate records.

Compose correspondence.

Analyze, project and effectively present recommendations for improvement in equipment and operations.

EDUCATION AND EXPERIENCE:

September 27, 2005

Any combination equivalent to: bachelor's degree in computer science or related field and three years experience in the use of networks and other computer systems.

LICENSES AND OTHER REQUIREMENTS:

Valid driver's license.

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.

Seeing to view a computer monitor.

Dexterity of hands and fingers to operate a computer keyboard.