



COMPUTER LABORATORY SUPERVISOR

SALARY GRADE: [C4-56](#)

DEFINITION:

Under the direction of an assigned supervisor, supervise the computing facilities maintained for the use of students in various programs; plan, coordinate, direct, and participate in support services and day-to-day activities; supervise and provide input for the evaluation of assigned personnel. The computing facilities include microcomputer, networking, and electronic labs, and classrooms.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Plan, coordinate, direct and when necessary participate in support services and day-to-day activities of the computing facilities.
2. Coordinate, direct employees and participate in diagnosis, repair, installation and maintenance of microcomputer systems, as well as local area networks within the division facilities.
3. Interview, select and hire employees; supervise, assign, direct and schedule work activities; explain how duties are to be carried out.
4. Evaluate the performance of assigned personnel; effectively communicate how the performance of duties will be measured; recommend promotions and rewards for service.
5. Approve monthly time and attendance records and approve requests for time off and additional time worked, including any overtime worked and compensatory time worked/taken.
6. Address and resolve a wide variety of concerns and complaints; adjust grievances; recommend transfers and reassignments.
7. Counsel employees; address performance problems through corrective disciplinary action; suspend and/or terminate personnel according to established policies and procedures.
8. Plan, coordinate and arrange for appropriate training for assigned personnel; develop and initiate departmental activities, orientations and in-services to review policies and procedures of the program, the College and changes on State regulations.
9. Hire part-time casual and student employees; recommend steps for salary increases when appropriate.
10. Provide technical support and assistance to faculty, administrators, and staff.
11. Assist in the development of department budget; monitor and approve expenditures according to established guidelines.
12. Establish, oversee and participate in maintaining records and preparing reports.
13. Coordinate and prioritize faculty, staff, and student requests for use of facilities and equipment.
14. Evaluate and implement departmental policies and procedures.

15. Maintain departmental software license records.
16. Prepare and conduct meetings; attend meetings and participate on committees.
17. Coordinate and facilitate faculty development projects in the facilities.
18. Communicate with District and Campus administrators and staff to receive information, resolve issues, determine needs, discuss budgets, personnel matters, security and safety; establish communication with vendors to assure accurate exchange of knowledge and information.
19. Communicate with outside agencies that make use of the instructional facilities.
20. Operate various computers, testing equipment and software, mechanical, hand, and power tools, and other related equipment.
21. Perform special projects as needed; assist departmental personnel in completion of duties as necessary.
22. Review, evaluate and remain current concerning technologies and procedures; attend related workshops. Share information by providing in-service training to staff.
23. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Principles and practices of supervision and training.
2. Budget preparation and control.
3. Computer hardware systems, software applications utilized by the District.
4. Operation of microcomputers, hardware, software, and audio-visual equipment, applications, and diagnostics.
5. Operations of local area networks, hardware, and software.
6. Technical aspects of field of specialty.
7. Diagnostic techniques and procedures used in electronics repair
8. Oral and written communication skills.
9. Record-keeping techniques.
10. Materials, methods and tools used in the operation and repair of electronic systems.
11. Health and safety regulations and procedures.
12. Proper methods of storing equipment, materials and supplies.
13. Operation, use and care of specialized equipment including power tools and testing equipment.
14. Interpersonal skills using tact, patience and courtesy.
15. Inventory methods and techniques.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Plan, coordinate and direct support services and day-to-day activities.
3. Train, supervise and evaluate assigned personnel.
4. Monitor and control assigned budget.
5. Operate various computers, testing equipment and software, mechanical hand and power tools and other related equipment.
6. Maintain accurate inventory and records of equipment and software licenses.
7. Communicate effectively both orally and in writing.
8. Maintain current knowledge of technological advances in the field.
9. Learn, apply and explain policies, procedures, rules and regulations.
10. Meet schedules and time lines.

11. Prioritize and schedule work.
12. Monitor and participate in the acquisition and installation of new equipment and software.

Education and Experience

Any combination equivalent to:

1. Bachelor's degree in Computer Science, or related field.
2. Four (4) years increasingly responsible experience in an instructional computing facility, two of which were in a supervisory capacity.

WORKING CONDITIONS:

Environment:

1. Office environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision to read various materials.
4. Standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Lifting, carrying, pushing or pulling objects up to 20 lbs.

Date Approved: March 1, 1999; Revised: October 2012

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