VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE:  INSTRUCTIONAL LAB TECHNICIAN I - OFFICE TECHNOLOGY

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist instructors in a microcomputer laboratory by operating the computer terminals and equipment and assisting students in the operation of equipment such as terminals; consoles, printers, disk and tape drives and central processing units; monitor computers and perform maintenance and repair as required.

REPRESENTATIVE DUTIES:

Assist students in operating microcomputers, calculators and peripheral equipment; assist students in creating and debugging programs, running programs, retrieving printouts. E

Inspect, monitor and maintain information systems equipment to assure efficient operation and to prevent unauthorized access to the network console and hard disks. E

Advise faculty on uses of computer programs for instructional purposes. E

Perform routine maintenance on computer equipment and peripherals; investigate and report major repair needs to appropriate authority. E

Present instructional materials to individuals, small groups and classes as required. E

Perform minor software and operating support activities on the campus interactive system. E

Design, code and implement application of computer programs for instructional purposes. E

Provide work direction to student assistants and others as assigned. E

Assist in the preparation of training aids such as charts, graphs and slide sets; design manuals and other instructional materials as required. E

Perform routine clerical duties as necessary; requisition center supplies and equipment including hardware and software; maintain a variety of records and reports. E

Operate a variety of complex machinery and equipment such as computers, terminals, printers, audiovisual, video, telecommunications equipment, electronic and hand tools. E

Maintain equipment and supply inventory.

Perform related duties as assigned.

Established January 1998
KNOWLEDGE AND ABILITIES:

**KNOWLEDGE OF:**

- Information systems methods, techniques and equipment
- Principles and techniques of computer programming appropriate to college requirements
- Principles of operations of various computers and data processing equipment
- Console and printing operations, systems design and program applications
- Oral and written communications skills
- Interpersonal skills using tact, patience and courtesy
- Record-keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Basic research methods
- Software programs offered in the lab including Lotus, Wordstar, Wordperfect, Multimate, DacEasy, Peachtree, PageMaker, dBase III+, and dBase IV

**ABILITY TO:**

- Operate and assist others in the operation of computer terminals and peripheral equipment
- Resolve routine computer programming problems independently
- Detect errors in data, program structure, logic and coding of programs
- Analyze data and draw sound conclusions
- Apply principles and techniques of computer programming to specific problems
- Understand and follow oral and written directions
- Complete work with many interruptions
- Maintain records and prepare reports.
- Establish and maintain cooperative and effective working relationship with others
- Assist students politely and effectively with software application assignments
- Provide work direction to others as assigned
- Perform routine maintenance and minor repair of computer equipment
- Monitor hardware and computer room and the lab conditions
- Work independently

EDUCATION AND EXPERIENCE:

Any combination equipment to: bachelor's degree in computer science or related field and two years work experience in the field of specialty, preferably in an instructional setting.

WORKING CONDITIONS:

**ENVIRONMENT:**

Instructional Office Technologies lab environment

**PHYSICAL ABILITIES:**

- Hearing and speaking to communicate with students and faculty
- Seeing to observe students and computer equipment operation
- Dexterity of hands and fingers to operate lab equipment and to perform routine maintenance
- Bending
Kneeling
Reaching to perform maintenance and to retrieve and file records