

AgriLife Classification Description

Last Updated: 4/17/02

0344
COMPUTER EQUIPMENT SUPERVISOR II
11/01/01

SUMMARY

General Description: Supervises, plans, organizes, and directs the operation of an Open Access Computing Lab.

DUTIES

Typical: Plans, organizes, and directs the operation of an Open Access Computing Lab; hires, trains, supervises, and evaluates the lab staff; schedules hours of operation of the lab; assures that equipment and networking software are operating correctly; reports problems and works with support staff to resolve them; maintains inventory of operating supplies; works with customers to resolve problems and improve the level of service; performs related duties as required.

SUPERVISION

Received: General instruction and periodic review from Computer Systems Manager or other administrative supervisor.

Given: Detailed initial instruction to with periodic review of Student Workers and full-time lab personnel.

EDUCATION

Required: High school graduation supplemented by courses in computer equipment operation or any equivalent combination of training and experience.

Preferred: Bachelor's degree in computer science, management, or related field.

EXPERIENCE

Required: Six years in the operation of all types of computer equipment; supervisory experience.

Preferred: None.

KNOWLEDGE, ABILITIES AND SKILLS

Typical: Use of computer equipment.