

AgriLife Classification Description

Last Updated: 4/17/02

0353
SMALL COMPUTER OPERATIONS SUPERVISOR
11/01/01

SUMMARY

General Description: Manages, operates, and maintains a microcomputer system or network in a small department, unit, or academic lab.

DUTIES

Typical: Coordinates the operation of a microcomputer system or network in a small department, unit, or academic lab; installs, tests, and maintains hardware, software, and associated peripheral devices; diagnoses and resolves system faults, arranging for outside assistance as required; demonstrates software and hardware and trains faculty, staff, and other users on new or upgraded software applications and equipment; reviews program and other documentation to determine equipment set-up; monitors server and hardware operation to maintain optimum performance; prepares computer usage reports; makes recommendations on the acquisition of new hardware and software; may perform simple programming; performs related duties as required.

SUPERVISION

Received: General instruction and periodic review from administrative supervisor.

Given: Detailed initial instruction and periodic review of Small Computer Operators I & II and other assigned support staff.

EDUCATION

Required: High school graduation or any equivalent combination of training and experience.

Preferred: Associate degree in computer science or equivalent vocational training. Corporate training on hardware and software in use. Programming training.

EXPERIENCE

Required: Three years in the operation of a microcomputer system or network without preferred education.

Preferred: None.

KNOWLEDGE, ABILITIES AND SKILLS

Typical: Use of microcomputers.