

# STTJCCD: Computer Systems Specialist

Range	36
Hours/Day	8
Hours/Week	40
Months/Year	12

SHASTA - TEHAMA – TRINITY JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Computer Systems Specialist

## DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To evaluate, install and maintain Shasta College computers as assigned; to assist staff and students with hardware and software operation. Under limited supervision, this job class provides specialized computer support service related to the effective and efficient use of the college computers. This job requires technical knowledge in the areas of computers and applications as well as specified programming languages.

SUPERVISOR: Division Director

## TYPICAL DUTIES:

- Supports the College's programs of instruction, service and research by assisting with the development and implementation of computer-based information systems
- Fosters effective and efficient utilization of computer resources
- Installs and interfaces software onto the College's computer systems; revises programs to meet user needs and interfaces new software with existing programs
- Installs and sets up computers and related equipment; replaces system components and ensures the proper interconnection of terminals, printers, microprocessors, and other equipment
- Works with staff to assess needs and resolve processing problems; researches problems and alternative solutions and makes recommendations
- Participates in the evaluation and selection of software, computers, and related equipment
- Performs general hardware and software maintenance
- Designs, codes, tests, and installs new programs as assigned
- Answers questions and helps students and faculty search for information or utilization of a variety of computer-based information resources or tools
- Operates the College's computers and peripheral equipment including disk drives, tape drives, printers, and terminals
- Prepares documentation for computer operations, programming, and users
- Maintains inventory information on hardware and software and a library of back-up programs
- Fosters development of regional cooperative resource-sharing efforts; participates in appropriate staff development activities
- Performs other related duties similar to the above in scope and function as required

## STTJCCD: Computer Systems Specialist

### EMPLOYMENT STANDARDS

#### Knowledge of:

- principles, procedures, and practices of computer and related equipment operations including systems testing, data validation, and data protection
- computer multi-user and network operating systems
- hardware platforms and common operating systems associated with HP, Mac, PC, and UNIX architectures
- methods and techniques used in programming and computer coding
- operating systems and job control languages
- basic principles and techniques of application program design, development, and implementation

#### Ability to:

- effectively communicate in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of required duties
- effectively evaluate, modify, and install software programs
- effectively install and interconnect microcomputer components
- analyze problems, determine effective solutions, and collaborate with others for successful results

#### Education/Experience:

Any combination equivalent to a two-year college program in computer science, information systems or management information systems and three years of progressively responsible experience in computer operations and programming.