

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Data Processing Lab Supervisor	<i>BOT Date:</i> June 22, 1998		
<i>Level:</i> H	<i>FLSA Status:</i> Non-exempt	<i>Class Code:</i> N0803	<i>Adm. Rev:</i>

GENERAL DESCRIPTION

Supervises and directs the student computer lab(s) to ensure effective and efficient lab operation. Provides basic to technical assistance to students, faculty, staff and administrators throughout the campus.

KEY RESPONSIBILITIES

% OF TIME

1.*	Maintains lab hardware and maintains and tests software; troubleshoots equipment and software problems and repairs equipment as necessary.	30%
2.*	Assists students using computer science lab.	25%
3.	Assists faculty, staff and administrators with hardware and/or software problems, needs or program development.	20%
4.	Reviews the work of, trains and assists lab employees including technicians and student assistants.	10%
5.	Performs administrative duties in lab including maintaining records, ordering supplies, etc.	15%
6.	Performs similar and related duties as assigned.	

* Indicates an "essential" job function.

<i>Class Title:</i> Data Proc Lab Supervisor	<i>Class Code:</i> N0803	<i>Level:</i> H
KEY JOB REQUIREMENTS		
<i>Education:</i>	Associate's Degree or Two Year College equivalent required.	
<i>Experience:</i>	3 to 5 years.	
<i>Planning Scope:</i>	Plan events that are expected to occur in the next one to three months or on a quarterly basis.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the section or large group.	
<i>Impact on Budgets:</i>	Provide supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.	
<i>Impact on Grant Funds:</i>	Provide incidental services indirectly related to the use or misuse of the expense or revenues.	
<i>Impact on Revenue Generating:</i>	No impact on revenues.	
<i>Impact of Decisions:</i>	Makes recommendations or decisions which typically affect the assigned department, but may at times affect operations, services, individuals, or activities of the campus.	
<i>Complexity:</i>	Work is complex and varied and requires the selection and application of technical and detailed guidelines. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts.	
<i>Decision Making:</i>	Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.	
<i>Problem Solving:</i>	Problems are not easy to identify, but are similar to those seen before. Solutions can often be found by using methods chosen before in similar situations.	
<i>Internal Contacts:</i>	Regular contacts to carry out programs and to explain non-specialized matter, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.	
<i>External Contacts:</i>	Regular contact with outside agencies and the general public, supplying or seeking information on specialized matters.	
<i>Level of Supervisory Responsibility:</i>	Provide limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions.	
<i>Nature of Work Supervised:</i>	Nature of work supervised is primarily technically oriented or complex.	
<i>Job-Related Knowledge:</i>	Requires extensive knowledge of a distinct trade or technical function. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods or procedures as necessary.	
<i>Innovation/Creativity:</i>	Work requires using original and creative thinking to develop new, moderately complex results. The results generally impact several work groups, a large project or an extended customer base.	
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	