



## **COMPUTER LAB TECHNICIAN**

### **Part-Time Temporary**

#### **Definition:**

Under the direction of the Teen Center Supervisor, is responsible for the maintenance and operations of the Duarte Teen Center computer lab. Must supervise the use of computers and assist users with computer-related issues and using other lab equipment such as printers and copiers.

#### **Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Supervision of lab equipment and facility.
2. Assist students in the lab by demonstrating proper use of the equipment and how to use the hardware and software for assignments.
3. Provide assistance to technical issues such as logging in and passwords, troubleshooting, clearing paper jams, refilling ink toners, and supplying paper.
4. Responsible for the cleanliness of the lab and proper maintenance of the computers and equipment.
5. Assist patrons and other recreation staff in routine and emergency situations, including administering first aid.
6. Make recommendations regarding the acquisition or replacement of equipment and supplies.
7. Attend staff meetings, trainings, and workshops.
8. Enforce rules and regulations of recreational facilities to maintain discipline and ensure safety.
9. Performs other related duties as required.

#### **Minimum Knowledge, Skill and Ability:**

##### **Knowledge of:**

- Computers and office software applications.
- Appropriate safety precautions and procedures.
- Functions, policies, and procedures of relevant departments and/or operations.
- English usage, spelling, grammar, and punctuation.

##### **Skill and Ability to:**

- Operate standard office equipment, a personal computer, and relevant software in both a PC and Mac environment.
- Operate and maintain all related computer equipment in the lab, such as computers, printers and speakers.
- Understand and follow direction, oral and written.
- Interpret and apply department policies and procedures.
- Communicate clearly and concisely, both orally and in writing.

- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Work independently, without direct supervision.
- Cooperatively work with fellow employees, children, and the public.

**Training and Experience:**

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be graduation from high school or equivalent.

**Physical Requirements and Working Conditions:**

- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Performs work, which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds.
- Subject to inside environmental conditions.
- May be required to work at a computer for prolonged periods.
- May be required to use personal vehicle in the course of employment.
- May be required to work evenings and on weekends.