

MICRO COMPUTER TRAINING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The position is responsible for curriculum development and instruction of computer training programs to users. The work involves establishing and maintaining records of training activities, student progress and program effectiveness. The incumbent insures proper functioning of the computers and Local Area Network by performing minor maintenance and conferring with vendors to schedule repairs. The work is performed under the general supervisor of the program director. Performs related duties as required.

TYPICAL WORK ACTIVITIES:

Develops and implements formal training programs for introductory through advanced software courses;
Prepares manuals, equipment and materials for use in training;
Prepares training content and course notes;
Maintains training schedule for enrolling users to classes;
Performs related administrative and clerical tasks in preparation for training sessions;
Provides minor maintenance of computers and Local Area Network (LAN).

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices and procedures in operating and maintaining automated office systems;
Thorough knowledge of general business practices and procedures;
Ability to select the appropriate educational methods to enhance the training program;
Ability to prepare and deliver training programs;
Advise and train others in microcomputer operation and software applications;
Ability to communicate effectively both orally and in writing;
Coordinate training programs;
Gain the confidence and cooperation of others;
Identify training needs;
Install and use purchased software;
Make minor repairs to computer equipment;
Manipulate an alphanumeric keyboard to such as typewriter, word processor or microcomputer;

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited college or university with a Bachelor's degree and two years experience in data processing, word processing or business automated systems, one year of which must have involved training system users in the use of software; OR

- B) Graduation from high school or possession of a high school equivalency diploma and 6 years in data processing, word processing or business automated systems, one of which must have involved training system users in the use of software;
OR
- C) An equivalent combination of training and experience as indicated within the limits of A) and B) above.

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7/15/97