COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: TECHNOLOGY SPECIALIST
PAY GRADE: P-9
OVERTIME STATUS: NON EXEMPT

MAJOR RESPONSIBILITY:

Primary responsibility is technology procurement. Also responsible for diagnosing technical problems with some installation and repair of PC’s and AV Automation Systems.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: A.S. in Computer Science or a related degree or minimum of five years work experience with multimedia integration systems and computer systems required.

2. Years of experience in field: Minimum of three years experience combining the following areas: Evaluation, installation, and maintenance of PC computer systems; analysis of office systems; technical writing or editing; computer education or training. Minimum of one year experience in the programming and installation of multimedia automation systems required.

3. Special skills or abilities related to Position: Must possess good oral and written communications skills. Ability to establish and maintain effective work relationships with department officials, other employees, vendors and contractors.

ESSENTIAL JOB FUNCTIONS:

1. Keep track of technology related service contracts, software licensing, extended warranties, and preventative maintenance agreements.
2. Keep abreast of evolving technology trends and software upgrades coming on the market that may be applicable for the college.
3. Design audio visual technology systems for classrooms and meeting rooms with a full understanding of audio visual concepts, telecommunications integration, videoconferencing concerns and network connectivity issues.
4. Evaluate technology hardware and software needs. Prepare technology purchase requisitions.
5. Communicate with vendors regarding availability of computer hardware and software, current prices, cost-benefit analysis, on-site demos, training and support after the sale.

Revised 4/8/09
Revised 8/23/04-FLSA
ESSENTIAL JOB FUNCTIONS: (continued)

6. Provide support and training on equipment and software to Information Technology personnel.
7. Work with contractors for timely installation of technologies.
8. Assist with campus activities in setting up sound reinforcement equipment.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to input and retrieve information from a computer.
- Light (up to 15 pounds) lifting and carrying.
- Walking.
- Standing.
- Sitting.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.
- Travel around campus and to other college locations

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Building 2, Ocala Campus

SUPERVISOR OF POSITION: Data Center Manager