COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: TECHNOLOGY SPECIALIST

PAY GRADE: T-2

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.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

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

2. Years of experience in field: Minimum of three years' full-time 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.

ESSENTIAL JOB FUNCTIONS: (Continued)

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.
6. Provide support and training on equipment and software to Information Technology personnel.
7. Work with contractors for timely installation of technologies.
8. Other duties as assigned.

(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.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

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: Ocala Campus

SUPERVISOR OF POSITION: Associate Vice President for Technology or designated
                                                      Manager/Director at time of hire