CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION

MICROCOMPUTER SYSTEMS SUPERVISOR

Class Code: 1490
Job Family: Information Systems
Classification: Support Staff
Terms of Employment: Pay Grade 58 on the Support Staff Salary Schedule
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
Under general direction, supervises microcomputer systems specialist, installs microcomputers and peripheral devices; writes programs for microcomputers, interfaces programs for mainframe computer, designs, and implements local and wide are networks, and supports users.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1.   Assigns, supervises, and evaluates assigned staff.
2.   Installs microcomputers and peripheral devices.
3.   Installs hard disks and tape backup units.
4.   Designs and installs local and wide area networks.
5.   Installs application menus and vendor provided software.
6.   Interfaces microcomputers with mainframe computer via many different media.
7.   Interfaces microcomputers with optical mark scanners.
8.   Configures and reconfigures hardware and software to match system environment.
9.   Assists users in all phases of microcomputer systems.
10.   Uses logical problem determination procedures to isolate faults in microcomputer software, hardware, and communications.
11.   Writes, debugs, and maintains microcomputer application, communication, and utility programs.
12.   Writes, debugs, and maintains mainframe computer programs to interface with microcomputers.
13.   Keeps records of equipment location, failures, and operational status.
14.   Conforms to safety standards as prescribed.
15.   Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:
Involves all aspects of microcomputer support and microcomputer to mainframe connectivity.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):
1.   Knowledge of MS-DOS or PC-DOS microcomputer operation system.
2.   Knowledge of BASIC, COBOL, and/or C programming languages.
3.   Knowledge of data communication systems including microcomputer to mainframe communications.
4.   Knowledge of microcomputer software packages, (i.e., Lotus, DBase, Displaywrite, PFS Write, PFS File, and PFS Plan).
5.   Knowledge of mainframe operating systems.
6.   Ability to effectively communicate with microcomputer and mainframe computer users.
7.   Ability to analyze EDP systems specifications.
8.   Ability to lift moderately heavy materials.
9.   Ability to relate well to administrators, employees, vendors, and the public.
10.   Ability to recognize and report hazards and apply safe work methods.
11.   Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:
Education, Training, and Experience:
1. High school graduation or other equivalent, (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc**).**
2. Two (2) years of college, including courses in computer science; plus,

   Two (2) years experience in microcomputer systems support including the specification and implementation of microcomputer hardware and software, data communications, micro to micro and micro to mainframe, programming experience in COBOL, BASIC, and C, and end-user training and support (programming involving BASIC and operating systems); or,

   A total of four (4) years experience (as outlined above), will fulfill the college and professional experience requirement.

Licenses and Certificates:
1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:
1. High school graduation or other equivalent, (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. College transcript(s) if applicable.
3. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Copy of current driving history issued by the Department of Motor Vehicles.
5. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:
Clark County School District Information Systems Division, other divisions/departments throughout the District and travel to and from schools and other District office settings.

WORK ENVIRONMENT:
Strength: Sedentary to medium - exert force 20-50 lbs., occasionally; 10-25 lbs., frequently; or up to 10 lbs., constantly.

Physical Demands: Occasional climbing and crawling. Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, talking, and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity and color vision. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Climate-controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:
Various computers, printers, modems, telephones, fax machines, optical time delay reflect-o-meter, drills, punch-down tools, digital multi-meters, laser communication devices, and data system and communications test equipment, hand and power tools used in the installation and repair of communication systems.

An Affirmative Action/Equal Opportunity Employer

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.