

# **COMPUTER LAB TRAINING SPECIALIST**

**(Range 117)**

## **DEFINITION**

Performs work in the coordination of training activities in Computer Labs District-wide and provides assistance, training and problem solving support to users and staff.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Branch Services Administrator.

**ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:**

### **Essential Functions:**

1. Ensures the efficient and effective operation of Library District Computer Labs by monitoring use of software and equipment.
2. Participates in the interviews of prospective employees and selections of Computer Lab staff.
3. Interacts extensively in person, and over the telephone with patrons, district-wide staff and management.
4. Interprets and implements Library District and Department procedures.
5. Develops curriculum for software applications offered to the public.
6. Conducts computer training sessions for the general public and staff.
7. Prepares and writes grants in support of District goals and objectives.
8. Coordinates and supervises special projects in support of District-wide goals and objectives.
9. Performs record keeping tasks to assess community computer training needs.
10. Analyzes activity of Computer Labs.
11. Creates long-term strategies for delivery of services in Computer Labs.
12. Solves routine and non-routine issues involving guidelines in the scheduling and use of Computer Lab software and hardware.
13. Confers with staff, computer users, supervisors, and managers to determine requirements for new or modified software and hardware.
14. Operates library and general office equipment including but not limited to: copy machine, telephone, and facsimile machine.
15. Maintains a safe environment for both patrons and staff.
16. Utilizes Windows based programs, word processing programs, spreadsheet programs, graphics programs, and other software applications associated with Computer Lab

**COMPUTER LAB TRAINING SPECIALIST**  
**PAGE 2**

equipment.

17. Utilizes personal computers, IBM compatibles, peripheral equipment, the Internet, and e-mail.
18. Attends department and other miscellaneous meetings.

**Marginal Functions:**

1. Performs related duties and responsibilities as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

1. IBM compatible software.
2. Flatbed scanners, projectors, laser/ink jet printers, CD drives and other associated peripheral equipment.
3. Windows based programs, word processing programs, spreadsheet programs, graphics programs, and other software applications associated with Computer Lab equipment.
4. CD-ROM products, multimedia work stations, remote access systems, and cabling.
5. Current trends and developments in the field of training and curriculum development.
6. Adult learning principles, program development and technology practices.
7. Research techniques.
8. The sources and availability of current training development information.
9. On-line tools and resources, and the Internet.
10. Report and record keeping principles and procedures.
11. Library District, Branch, and Department policies and procedures.
12. Library District terminology and functions.
13. Correct English usage, spelling, punctuation, and grammar.

**Ability to:**

1. Recognize equipment malfunctions and software errors, and provide efficient response.
2. Provide effective training to staff and public in the use of standard software applications.
3. Provide training and instruction to students one-on-one or in small groups.

**LAS VEGAS - CLARK COUNTY LIBRARY DISTRICT**

**COMPUTER LAB TRAINING SPECIALIST**  
**PAGE 3**

4. Accept and manage change and maintain flexibility.
5. Work quickly and accurately.
6. Work both independently and as part of a team.
7. Maintain effective working relationships with those contacted during the course of work.
8. Gather, organize and analyze data.
9. Organize and review work for efficient results and accuracy.
10. Understand and follow oral and written instructions.
11. Communicate clearly and concisely, both orally and in writing
12. Maintain the mental capacity for effective interaction and communication with others.
13. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
  - standing, walking, or sitting for extended periods of time;
  - bending, reaching, stooping, and pushing;
  - lifting and carrying;
  - operating assigned equipment.
14. Maintain effective auditory and visual perception needed for:
  - making observations;
  - communicating with others;
  - reading and writing;
  - operating assigned equipment.

**Skilled in:**

1. Use of library and general office equipment.
2. Use of Windows, word processing programs, spreadsheet programs, and graphics programs.
3. Use of IBM compatibles, scanners, projectors, laser/ink jet printers, and associated peripheral equipment.

**MINIMUM QUALIFICATIONS**

**LAS VEGAS - CLARK COUNTY LIBRARY DISTRICT**

**COMPUTER LAB TRAINING SPECIALIST  
PAGE 4**

**Training and Experience:**

Master's Degree in Library Science from a college or university accredited by the American Library Association with coursework in computer science or information technology; or a Master's Degree in Education with emphasis in information technology and adult learning or adult education; or a Bachelor's Degree in Education or closely related field and minimum of two (2) years training and/or instruction and program development required; or an equivalent combination of training, education, or experience that provides the necessary knowledge, skills and abilities.

**Physical Requirements:**

Essential and marginal functions may require maintaining the physical condition necessary for standing and walking, frequent lifting and carrying objects of light weight (5 - 10 pounds), and lifting and carrying objects of moderate weight (11 - 20 pounds); frequent bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time.

Tasks require depth perception, color perception, sound perception, visual perception, and oral communications ability.

**Environmental Requirements:**

Tasks are performed with frequent exposure to adverse environmental conditions.

**License, Certificate, or Special Requirements:**

Possess, or have the ability to obtain, a valid Nevada Driver=s License at the time of hire.

**DEVELOPED:            JULY 1, 1995**

**REVISED:            APRIL 1, 1998  
                              JUNE 16, 1998  
                              NOVEMBER 28, 2000**