

## **ASSISTANT TO DEAN OF ADMINISTRATIVE COMPUTING SERVICES**

### **GENERAL STATEMENT:**

Assists Dean with operation of Administrative Computer Center.

### **REPORTS TO:**

Dean of Administrative and Computing Services

### **OCCUPATIONAL GROUP:**

Paraprofessional

**FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Associate degree in Computer Science or a closely related field preferred.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Background which demonstrates capacity to perform (or acquire the skills to perform) the following functions: (1) computer operations on the IBM iSeries, (2) COBOL Programming, (3) network maintenance and operations, (4) IBM Web Sphere Application Server (WAS), (5) IBM Web Sphere Development (WDSC) and (Rational), (6) IBM Code Designer, (7) IBM Host Access Transformation Server (HATS), and (8) IBM SQL/400.

#### **OTHER:**

The ability to communicate effectively, both orally and in writing, and to establish and maintain an effective working relationship with College administrators and faculty.

### **DUTIES AND RESPONSIBILITIES:**

- Assists in the operation of the Administrative Computer Center in accordance with established procedures.
- Insures all scheduled procedures are executed and resultant output is distributed to administrative offices in a timely manner.
- Insures all user and system files are backed up and/or restored in a timely manner.
- Insures necessary computer center expendable supplies are available when needed including paper, tape cartridges, and printer ribbons.
- Produces and maintains records of all computer center purchase orders as required by supervisor.
- Monitors system performance and operations and reports any deviation from standards.
- Works with Information Technology Services to maintain iSeries environment.
- Assists student lab monitors and teachers in the resolution of any iSeries operational problems.
- Establishes and maintains iSeries security system.
- Maintains web facing environment on iSeries.
- Web enablement of iSeries programs.
- Supervises use of web-based programs.
- Other additional duties as assigned by the Dean of Administrative Computing Services or appropriate supervisory personnel.

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**PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

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*Employee's Signature*

\_\_\_\_\_  
*Date*

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*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*Approved: 02/08/95*

*Revised: 12/12/05*

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