

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DISTRIBUTIVE EDUCATION SERVER SPECIALIST

BASIC FUNCTION:

Under the direction of the Dean of Distributive Education, serve as the key support for the hardware and software used by the Learning Resources and Distance Education program to include server hardware electronic information systems, courseware, and video/audio applications for delivery of distributive education programs; coordinate with faculty and instructional support staff to utilize technology effectively in curriculum; assure the access to information resources and distributive education courses; serve as a technical information resource for instructional technology in the are of distributive education.

REPRESENTATIVE DUTIES:

Oversee day-to-day operations of distributive education server, systems, networks, hardware and software. (E)

Install and maintain operating systems, files, activity logs and statistics. (E)

Install and update courseware, application software and student accounting software for distributive education. (E)

Analyze and recommend procedures for optimizing and/or upgrading systems; create, modify and delete accounts for operating systems and network software utilized in distributive education. (E)

Monitor server status; maintain currency and proficiency in applicable hardware and software, courseware and systems for delivery of distributive education. (E)

Act as instructional courseware technical contact. (E)

Maintain, troubleshoot and consult with faculty/staff on courseware management software, hardware, networks and distributive education systems. (E)

Maintain district web server, post web pages, and assist in the creation of web pages specific to distributive education. (E)

Assist with development of program budget, expenditures and process to ensure delivery of distributive education. (E)

Generate reports and statistics relative to the district distributive education program. (E)

Provide training, work direction and assistance to student assistants assigned to the program.

Other related duties as assigned.

KNOWLEDGE OF:

Computer hardware software, networks, systems and applications used in the delivery of distributive education

Software installation and maintenance techniques and procedures

Online protocols

Oral and written communications skills

Interpersonal skills including tact, patience and courtesy

Modern office practices, procedures and equipment.

Record-keeping techniques
Correct English usage, grammar, spelling, punctuation and vocabulary.
Client/server technologies
Software applications including spreadsheets, database and word processing
Record-keeping techniques
Programming languages
Streaming technologies

ABILITY TO:

Work independently with little direction
Analyze situations accurately and adopt an effective course of action
Communicate effectively both orally and in writing
Learn, apply and explain policies, procedures, rules and regulations
Operate, service and make minor repairs on equipment
Organize and maintain accurate records
Compose correspondence
Analyze, project and present recommendations for improvement in equipment and operations
Operate office equipment
Follow oral and written direction
Work cooperatively with others

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a Bachelor's degree in a related field including coursework in computer science and two years of related experience.

ENVIRONMENT:

Typical Office environment
Driving a vehicle to conduct work
Evening or variable hours

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate computer equipment
Hearing and speaking to exchange information
Sitting and operating a keyboard to enter data into a computer terminal for extended periods of time
Seeing to read a variety of materials
Lifting light objects