



## Administrator Position Description

<b>Human Resource Office Use Only</b>			
<b>Approved Job Family</b>		<b>Effective Date</b>	
<b>Overtime Eligible</b> YES      NO		<b>FLSA Test Date</b>	
<b>Employee</b>		<b>Supervisor</b> Calvin Caldwell	
<b>Department</b> ITS	<b>Working Title</b> CSET Lab Manager	<b>HRIS Position Number</b> H99479	<b>Supervisor Title</b> CSET Department Chair
<b>Complete contract dates only if other than a 12 month position</b>			
<b>Annual Contract Begin Date</b>		<b>Annual Contract End Date</b>	

### A. POSITION SUMMARY

**Briefly describe the role of the position within the department and college.**

Laboratory Manager/Analyst within the Computer Systems Engineering Technology (CSET) Department. Responsible for design, analysis, acquisition, installation, repair, maintenance and administration of all computers in the CSET department along with supervision of several students.

### B. REQUIRED DEGREES, LICENSES, CERTIFICATES, CREDENTIALS

**1. Minimum education level required and the number of years of relevant experience required for the duties of this position.**

Bachelor's degree in Computer Engineering or a related field with expertise in network management and configuration of special purpose laboratories within the CSET Department.  
A minimum of 3 year's experience in IT or related field.

**2. List any licenses, certificates, degrees or credentials required by Federal or State Law or college requirements to perform the duties assigned to this position.**

### C. SUPERVISORY RESPONSIBILITY

Positions Supervised	Direct Supervision		Indirect Supervision	
	Number of Employees	FTE	Number of Employees	FTE
1. Faculty				
2. Classified Staff				
3. Unclassified Staff				
4. Students / Others	5	1.5		

**Coordinating Responsibility**

### D. ORGANIZATIONAL RELATIONSHIPS

**1. Degree of Direction Received: (e.g., close supervision, moderately high level of supervision, moderate supervision, minimal supervision)**

Minimal supervision.

**2. Decision-making Authority: Extent of authority for making decisions, recommendations, and commitments that would obligate**

**a)own time and resources**

Plan and prioritize own work schedule within the confines of department needs.

**b)departmental resources**

Supervision - hire, evaluate, assign work and recommend termination of student employees.

Purchasing of Computer lab software, computer hardware for use in repairing of lab machines, replacement computers for labs and faculty offices and tools needed in computer maintenance.

Security of the CSET computer labs, CSET faculty computers and the CSET network.

Writing Resource Fee grants to keep the quality of service in the labs at an acceptable level.

**c)institutional resources**

None

**What kinds of decisions will the incumbent be expected to make?**

The incumbent will be required to make decisions on the hire, evaluation and assignment of work for student workers dealing with CSET lab maintenance and lab monitoring. The incumbent will also make purchasing decisions for new computer equipment, replacement parts for computers, computer software needed for the labs and tools needed for labs and computer/network maintenance. The incumbent will also make decisions for the security of the CSET department's computer labs, faculty computers, servers and the CSET network. The incumbent will also make decisions on what equipment is needed and try to obtain this through grants (Resource Fee, etc.)

**3. Budget Authority: Indicate the level of responsibility of the incumbent for development, direction and control of budget. Indicate size of budget.**

	Delegated authority to develop and monitor*	\$
	Develops, monitors* and controls*	\$
<b>X</b>	Limited approval authority for purchase	\$7,500
	Purchase only with higher level OK	\$

\*To monitor means to review and approve expenses. Control means to authorize budget transfers at department level.

**E. PURPOSE AND NATURE OF WORK RELATIONSHIPS**

<b>PERSON(S)/POSITION/ AGENCY</b> (e.g., student, staff, faculty, general public, Board of Trustees)	<b>PURPOSE</b> (e.g., giving or securing information, explaining policies or operations, solving problems, etc.)	<b>HOW OFTEN</b>
Students	Solving problems with accounts, lab machine/software, etc.	Daily
Faculty	Solving problems, participating in CSET department issues.	Daily
ITS Staff	Maintain open dialog and keep each other apprised of issues.	Weekly

## F. JOB FUNCTIONS

REFERENCE ID	JOB FUNCTIONS	FREQUENCY	ANNUAL PERCENT OF TIME
1	<p><b>Essential Functions:</b> Responsible for resource planning and budgeting of the CSET annual maintenance budget. This also includes researching and the recommendation of appropriate equipment and software. Writing grants to obtain additional funding for the acquisition of the lab equipment will also be an important aspect of this position.</p>	Monthly	20
2	<p>Select, train, and supervise departmental student workers. These students perform a variety of duties that aid in carrying out the department's mission.</p>	Daily	20
3	<p>This position functions as an integral part of the CSET academic department. The Lab Manager must be familiar with the equipment and software requirements of the courses taught in the labs within the department. Attendance at department and curricula meetings is required. The position also requires a high degree of interaction with the CSET faculty to ensure their lab requirements are met. This includes hardware and software testing, and establishing and maintaining student and faculty accounts. The instructional laboratories are often in full use during regular school operating hours. Broken equipment and computers must be returned to service as quickly as possible in order to accommodate student needs. Therefore, this position may also require occasional evening and/or weekend work.</p>	Daily	25
4	<p>This position includes specific academic duties including, but not limited to, the teaching of laboratory classes, and other duties and projects as assigned by the Department Chair.</p>	As Needed	15

5	<p>This position is responsible for all levels of design, analysis, acquisition, installation, repair, maintenance and administration of 9 networked student computer laboratories. The laboratories contain a variety of hardware and software including: standard personal computers (PC) running Windows and LINUX (Cent OS, Debian and Ubuntu); MAC MINI Computers running MAC OS X; Network servers (Windows, Linux and Mac OS X); Digital Logic Analyzers; Oscilloscopes; Hardware download Cables and Burners; Specialized licensed software; Digital Logic test equipment; Specialized hardware design tools from Cadence, Mentor Graphics, Altera and Xilinx; Software design tools from Microsoft, Sparx Systems, Open Source and others.</p> <p>The role of network administrator is critical to success. The lab manager supervises the interface between CSET department's LAN and the Oregon Tech campus networks. This includes working with OIT's ITS department to ensure compliance with all OIT policies.</p>	Daily	20
---	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------	----

**G. SKILLS KNOWLEDGE AND ABILITIES**

Describe the skills, knowledge, and abilities which are essential for successful performance of this position. List them in descending order of importance.

Next, indicate the function(s) for which each skill, knowledge and ability is required.

JOB FUNCTION REFERENCE	SKILLS, KNOWLEDGE AND ABILITIES
1,2,3,4,5	Design, analysis, installation, maintenance and administration of computer systems including Microsoft and UNIX Operating systems.
5	Understanding of digital logic analyzers, oscilloscopes, EEPROM burners, PROM programmers, specialized, licensed design tools, digital logic test equipment, specialized hardware design tools such as Verilog, Xilinx, and Mentor Graphics.
2,3,5	Technical skills required to repair and perform maintenance on special purpose computer hardware.
4	Ability to develop classes, excellent English language communication skills, interpersonal skills required in the classroom.
1	Experience writing grants and working with budgets

**H. PHYSICAL CHARACTERISTICS/WORK ENVIRONMENT**

Only when applicable, please describe the physical characteristics or adverse/hazardous conditions of the essential job functions to be performed.

JOB FUNCTION REFERENCE	PHYSICAL CHARACTERISTICS
Lift computer equipment	Up to 50 pounds.

**I. ADDITIONAL JOB-RELATED INFORMATION**

**Please include information on creativity or innovation required for successful completion of job responsibilities and any other comments that would add to an understanding of this position.**

Skills are required to perform multiple, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill-based competencies are required to satisfactorily perform the functions of the job include: Operating system maintenance and installation for Windows XP, Windows 7, Windows 8, Windows server 2003, Windows server 2008, Windows server 2012, UBUNTU server, Cent OS server, FreeBSD and Mac OS X; Database installation and maintenance of Microsoft SQL Server and MySQL; Application Installation and Maintenance; Microsoft Sharepoint server; Visual studio team foundation server, Network monitoring using icinga; Software Licensing using FlexLM license manager, Deep Freeze for windows; Web server maintenance using Apache and IIS; Network configuration including VLANS, firewalls, port authentication and STP using procurve switches; Authentication protocols using active directory, LDAP and kerberos; File servers using Windows and LINUX; Printer maintenance and setup.