

CITRUS COMMUNITY COLLEGE DISTRICT

BOARD POLICY

P-2476
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ASSISTANT DIRECTOR OF THE COMPUTER CENTER

Appointment

1. The Assistant Director of the Computer Center is recommended by the Superintendent/President and employed by the Board of Trustees.
2. The Assistant Director of the Computer Center is responsible to the Director of the Computer Center.

Duties

1. Plan, organize, and manage computer operations and data control.
2. Plan, organize, and manage the operation of the Instructional Computer Laboratory for use by the faculty and students.
3. Work with the Director of the Computer Center in the selection, training, and evaluation of the Computer Center operations, data control, and Instructional Computer Laboratory support staff.
4. Work with the Director of the Computer Center for overall planning of the Computer Center and the coordination of the operations of the Computer Center.
5. Plan and schedule appropriate maintenance for the computer system and all peripheral equipment.
6. Responsible for the operation and maintenance of the Computer Center facilities.
7. Establish and maintain the computer system time-sharing schedule that is most advantageous for the needs of the college, staff, and equipment.
8. Act for the Director of the Computer Center in his absence when so designated.
9. Perform other duties as assigned by the Director of the Computer Center.

Adopted 11/3/81