

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

TECHNICAL TRAINER

Salary Range 19

BASIC FUNCTION:

Under the direction of the Director of Information Technology Services, develop training materials and present training sessions on the use of multimedia software applications and related peripheral equipment for faculty and staff; serve as technical training and support resource to staff and faculty on the use of multimedia software applications and related peripheral equipment used for designing presentations and presentation materials; develop training materials and present training sessions on how to use District computer software and related equipment as needed, including the Banner system, District network components and systems, and any site-wide or specialized software applications used by faculty and staff; coordinate the use of commercial training applications by faculty and staff; coordinate training sessions and seminars offered by commercial entities for faculty and staff; and perform other related duties as assigned.

REPRESENTATIVE DUTIES: E = indicates essential duties of the position

- Design and develop training materials and present training sessions on the use of multimedia software applications and related peripheral equipment for faculty and staff. (E)
- Serve as technical training and support resource to staff and faculty on the use of multimedia software applications and related peripheral equipment. (E)
- Provide training and support to faculty for designing classroom presentations, resources and materials using multimedia software and equipment. (E)
- Design and develop training materials and present training session on how to use district computer software and related equipment as needed, including the Banner system, district network components and systems, and any site-wide or specialized software applications used by faculty and staff. (E)
- Coordinate the use of commercial training applications by faculty and staff. (E)
- Coordinate training sessions and seminars offered by commercial entities for faculty and staff. (E)
- Assist in identifying technical training needs and preparing plans and materials to address the district's technical training. (E)
- Assist with administration of learning management and ERP systems, as it relates to training.
- Use a variety of computer software and equipment in preparing training materials and assisting faculty and staff in developing multimedia materials to support presentation and course objectives. (E)
- Perform a variety of office support, record keeping, disk management and system library tasks; maintain listings, standards and schematics of multimedia computer software and equipment; maintain a technical training library of district software and hardware training resources. Maintain a tracking database of training courses and resources used and by whom. (E)
- Operate a variety of computers and peripheral equipment including printers, modems, scanners, and data storage devices, telecommunications equipment. (E)
- Perform related duties as assigned.

KNOWLEDGE OF:

Methods and design of techniques of computer system training.

Principles and basic operations of computer systems and peripheral components.

Basic computer application documentation and training techniques.

Operating systems and standard application programs employed on a variety of computers, including Windows-based systems and Macintosh systems.

Computer systems theory and training practices.

Tools, equipment and methods for designing computer courses and training materials.

Basic record-keeping techniques.

Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Operate a variety of computer equipment and related software.

Read and interpret computer hardware and software installation and training instructions and other detailed and precise written and oral instruction.

Design and develop written, visual and interactive training materials using computer software and equipment.

Establish and maintain cooperative and effective working relationships with others.

Prepare and present clear and concise oral and written instructions and explanations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level course work in computer or information technology or computer systems training and use of standard software applications, or three years designing, developing and conducting technical training on how to use computer software and equipment

WORK ENVIRONMENT:

Office environment

PHYSICAL EFFORT:

Sitting for extended periods of time

Reaching in all directions

Bending and twisting

Lift and carry 35 pounds