

Code: 1454

Title: INFORMATION SYSTEMS INSTRUCTOR

SUMMARY: Plans, develops, coordinates, and conducts information systems hardware and software courses.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Instructs County employees in information systems hardware and software applications in a formal classroom setting;

Monitors individual training performance and provides assistance when necessary;

Designs and develops curricula for software and hardware courses;

Schedules and confirms class attendance;

Provides, when necessary, individual instruction at system user's location;

Evaluates and recommends new or revised training programs such as computer based training and interactive training, to management;

Coordinates specialized training with outside vendors or other technical experts;

Maintains a library of instructional and informational materials;

Performs basic maintenance on computer hardware and peripheral devices and audio/video equipment used for instruction;

Prepares informational materials, brochures, fliers and training aids for internal and external publications, learning and assessment centers;

Participates in evaluations of new/proposed information systems;

Performs special projects as required.

KNOWLEDGE & SKILLS:

Knowledge of:

- educational methods and techniques;
- English grammar, punctuation and spelling;
- information systems software applications;
- computer systems and related peripheral devices;
- information systems concepts and terminology.
- the operation and maintenance of computer hardware, peripheral devices and audio-video equipment;
- current computer hardware and software trends.

Skill in:

- applying and teaching software packages to groups and individuals;
- communicating effectively, both orally and in writing;
- researching and testing hardware and software;
- operating and maintaining computer hardware, software and audio-video equipment.

MINIMUM QUALIFICATIONS:

EITHER:

- (1) An Associate's Degree from an accredited college, university or technical school with a major in computer science, information systems, geographic information systems or a closely related field as defined by the Appointing Authority and two years of professional level experience developing

or evaluating lesson plans and conducting computer software and/or hardware training in a formal classroom setting.

OR:

(2) Four years of the above mentioned experience.

OTHER REQUIREMENTS:

Licenses and Certificates: All positions require a valid Arizona Class D Driver's License at the time of appointment.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

07/01/90

Updated 10/18/05(lg)