

## **ELECTRONICS SUPERVISOR**

### **I. DEFINITION**

Positions in this title definition are technical supervisors responsible for the day-to-day operation and/or maintenance of electronic equipment and/or systems and spend the majority of time (more than 50%) responsible for any combination of the following activities: designing, fabricating, and repairing complex electronic equipment for teaching and research and/or installing, maintaining, calibrating, testing and repairing complex electronic equipment and/or systems. Positions consult with users on design, equipment availability and cost, preparing or overseeing the preparation of schematics and layout drawings, maintaining an inventory of electronic equipment, and ordering electronic and related equipment. Positions also are responsible for hiring, training, discipline, suspension, layoff, and evaluation of subordinate staff, developing or maintaining a budget; and maintaining records. Subordinate employees perform technical duties and are classified as Electronic Technicians, Instrument Makers, and other related technical positions.

### **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

### **III. RELATED POSITIONS**

Media Supervisor  
Media Supervisor Advanced