

TITLE	CLASSIFICATION	SALARY GRADE
COORDINATOR, SCIENCE LABS	CLASSIFIED	GRADE: P
BOARD POLICY REFERENCE: 2014/15 Classification Review		

**JOB DESCRIPTION:**

Under direction, plans, organizes, performs and coordinates laboratory activities for one or more science departments or programs; assists in department(s) budget preparation; requests and analyzes quotes and orders, receives, stores, issues and inventories and surpluses laboratory supplies and equipment; repairs, maintains, and calibrates laboratory equipment and instruments; properly manages hazardous or bio-hazardous materials/wastes; may serve as a lead worker for other classified staff in the area; and performs related work.

**SCOPE:**

The Coordinator, Science Labs coordinates the daily laboratory activities for one or more science departments or programs such as Chemistry, Life Sciences, Physics, Agriculture/Natural Resources, Earth and Space Sciences, etc.

**DISTINGUISHING CHARACTERISTICS:**

The distinguishing characteristics of the Coordinator, Science Labs are the fiscal responsibilities, the purchasing and maintenance of technical science laboratory equipment, and the overall coordination of laboratory activities, including orienting new faculty and staff on established laboratory procedures. This classification may also serve as a lead worker and Chemical Hygiene Officer for the designated science area.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Purchases supplies and equipment; researches products, prepares and analyzes bids, makes purchases, receives shipments and verifies contents; assembles, tests and installs new equipment and instruments; maintains, properly controls and stores a sufficient inventory of supplies and equipment; may acquire, handle and maintain living organisms; surpluses unused, outdated or unrepairable equipment.
2. Monitors expenditures; ensures compliance within established budget; prepares cost estimates for budget recommendation; submits justifications for budget items; handles petty cash fund; may maintain student billing records to recover losses for missing or broken supplies and equipment.
3. Serves as a District-wide technical resource to faculty, students, staff and the general public.
4. Prepares reagents and solutions specific to the designated science area.
5. Directs or performs the preparation, set-up and issuing of materials and equipment for use in student laboratory demonstrations, experiments, exercises, and exams; ensures efficient lab operations; assists in the operation and maintenance of instructional labs; participates in the planning and implementation of lab exercises and experiments; implements new or modified laboratory policies and procedures as required; prepares special instructions for non-routine and complex assignments.
6. Designs, constructs, adapts, tests, and maintains equipment, interface computer systems and apparatus used in the laboratory.

**KEY DUTIES AND RESPONSIBILITIES (Continued):**

7. Prepares, tests, adjusts, modifies, performs routine maintenance, and calibrates a variety of scientific research instruments; trouble-shoots instrumentation problems and makes minor repairs or arranges for service repair.
8. Demonstrates the safe and proper use of laboratory equipment and hazardous or bio-hazardous materials to faculty, staff and students.
9. Recommends, implements, and maintains departmental policies and procedures to comply with federal, state and local hazardous materials, health and safety, and hazardous waste regulations in addition to District Environmental Health and Safety policies; recommends environmental, health and safety related improvements or modifications in laboratory procedures and operations; establishes and enforces laboratory safety procedures; routinely inspects and/or tests safety equipment and supplies; responds to laboratory emergencies including injuries and spills of hazardous or bio-hazardous materials; may serve as a Chemical Hygiene Officer for the designated science area.
10. May serve as a lead worker for other classified staff in the area.
11. Hires, trains and supervises student; and short-term, non-continuing employees.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Organize, coordinate, plan and prioritize laboratory activities for the designated science area; research, adapt and apply laboratory methods, practices and techniques common to the designated science area; perform routine and analytical work needed to prepare reagents, solutions, equipment, and materials for laboratory assignments; safely and properly operate the laboratory equipment; execute safe and proper handling, storage, and disposal of hazardous and/or bio-hazardous materials; collect and analyze laboratory data; handle and care for living organisms if required; set up lab equipment and materials; understand the function of, operate, demonstrate, maintain, troubleshoot, repair and calibrate technical laboratory equipment and instruments; purchase science laboratory supplies, equipment and instruments; direct or perform experiments and demonstrations in the designated science area; generate and maintain computerized records, databases, reports and files; perform administrative work, including budget monitoring and assisting in budget preparation; interpret and apply policies, procedures, rules and regulations; work independently; give and follow oral and written communications; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

Subject matter and theoretical principles of the designated science area; equipment, materials, supplies, and laboratory methods, practices and techniques used in the designated science area; care and maintenance of living organisms if required; tools, materials and equipment used in the repair, calibration, and maintenance of technical laboratory equipment and instruments; principles, practices and environmental health and safety regulations to properly use and dispose of hazardous or biohazardous materials or work with laboratory equipment; standard office productivity software and applicable software applications; principles of record keeping; budget and revenue control.

**MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

*Education:*

A Bachelor's degree in an area related to the science area assigned.

*Experience:*

Increasingly responsible experience in laboratory practices and theoretical applications common to the designated science area. Work in an educational setting preferred.

**SPECIAL REQUIREMENTS:**

Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing or walking while performing laboratory demonstrations and experiments. Must be able to safely use and dispose of hazardous and bio-hazardous materials common to the designated science area.