SANTA ROSA JUNIOR COLLEGE

TITLE	CLASSIFICATION	SALARY GRADE
SCHEDULING TECHNICIAN, SENIOR	CLASSIFIED	GRADE: M
BOARD POLICY REFERENCE: 2014/15 Classification Review		

JOB DESCRIPTION:

Under general supervision, performs specialized administrative and technical functions in support of District wide schedule development; lead the work of other classified employees in the area; develops and maintains the scheduling, facilities and instructor databases; and performs related work as required.

SCOPE:

The Scheduling Technician, Senior coordinates duties related to the collection and maintenance of course and schedule information from department chairs and deans in accordance with established guidelines for the publication of the Schedule of Classes; serves as technical resource to faculty, administrators and classified staff; coordinates facilities use at a District site.

DISTINGUISHING CHARACTERISTICS:

The Scheduling Technician, Senior is distinguished from the Scheduling Technician by the added responsibility of overseeing the maintenance and accuracy of the instructor database, coordinating facilities use and events calendar and maintaining the electronic door lock schedule.

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. Develops calendar and timelines for development of the Schedule of Classes; establishes dates for collection of data from department chairs, deans and instructors, encodes data entry of courses and develops a series of draft schedules.

2. Performs revisions, updates and maintains instructor, facilities and schedule databases.

3. Maintains events calendar for a district site.

4. Maintains electronic door lock schedule for a district site.

5. Coordinates facilities use request process at a District site in collaboration with faculty, staff and the general public.

6. Serves as a technical resource to department chairs, administrators, classified staff and faculty regarding schedule development such as course information, schedule templates, instructor loads, and room assignments.

7. Processes Schedule Change Forms and updates database; tracks changes to the Department Schedule listing and updates room assignments.

8. Maintains instructor database, including input of all faculty Personnel Action Forms (PAFs), and reassigned time information; monitors contract load balances and instructor pay types.

9. Processes monthly reports such as instructor load reports for the Board of Trustees and various end of semester reports.

10. Attends instructional department meetings and provides training.

KEY DUTIES AND RESPONSIBILITIES (Continued):

11. Works in collaboration with Payroll and Human Resources regarding Instructor Load, Payroll, PAFs and Reassigned Time information.

12. Serves as a technical resource to the Vice President of Academic Affairs and Vice President, Petaluma Campus, completing special projects and implementing or applying District policies and procedures pertaining to Instructor Loads and other scheduling issues.

13. Serves as a lead worker for other classified staff in the area.

14. Supervises and trains students and short-term, non-continuing (STNC) employees.

EMPLOYMENT STANDARDS

ABILITY TO:
Work and complete projects within established time frames; operate, maintain, and enter data into computer database; perform complex and detailed technical administrative work with accuracy and speed; prepare reports; analyze situations accurately and take appropriate action; familiarity with 10-key; communicate effectively in English; follow and give oral and written directions; maintain cooperative working relationships; develop and maintain complex records; interpret and apply District policies and procedures; demonstrate sensitivity to, and respect for a diverse population.

KNOWLEDGE OF:
On-line computer database management systems; modern office methods and practices; proper English usage, spelling, vocabulary, and grammar; operation of standard office productivity software, calculators, and other standard office equipment; proper reception and telephone etiquette.

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:
An Associate's degree.

Experience:
Increasingly responsible administrative support or related experience. Previous related work in an educational setting preferred.