

TITLE: Coordinator, Science Labs

CLASSIFICATION: Classified

SALARY GRADE: C12

SCOPE OF POSITION:

Under general direction, plans, organizes, performs, and coordinates laboratory activities for one or more science departments or programs. Assists in department budget preparation, and overseeing departmental budgets. Requests and analyzes quotes and orders. Receives, stores, issues, inventories and surpluses laboratory supplies and equipment. Repairs, maintains, and calibrates laboratory equipment and scientific instruments. Oversees handling of hazardous and bio-hazardous materials/wastes for assigned departments and programs. Serves as a lead worker for other classified employees in the 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. Coordinates the planning, scheduling, logistics, and implementation of lab courses with faculty and management. Develops and modifies laboratory schedules, given the constraints of available lab spaces, budgets, staff, and academic calendar.
2. Leads and performs the preparation, set-up, issuing of materials and equipment, and clean up for instructional labs used in student laboratory experiments, exams, and demonstrations. Develops, implements and modifies laboratory policies and procedures. Prepares special instructions for assignments.
3. Purchases supplies, living organisms, and laboratory equipment. Researches products, prepares and analyzes bids, receives shipments.
4. Assembles, tests, and installs new equipment and instruments. Maintains, controls, and stores a sufficient inventory of supplies and equipment.
5. Researches, adapts, and applies laboratory methods, practices, and techniques common to a designated science or laboratory area.
6. Coordinates and performs instrumentation and equipment support. Conducts routine and analytical work needed to prepare reagents, solutions, equipment, materials and scientific analytical instruments for laboratory assignments.
7. Designs, constructs, prepares tests, adjusts, modifies, and performs routine maintenance and calibration on a variety of scientific instruments, computer interfaces and apparatuses. Troubleshoots instrumentation issues and makes repairs or arranges for service repair.
8. Monitors expenditures and ensures compliance within established budget. Reconciles budget accounts at the end of the fiscal year. Prepares cost estimates for budget recommendation and provides justifications for budget items. Researches purchases of new equipment and scientific instruments. Prepares credit card reports, supplies orders, student billing charges report for lost items, and employee reimbursement requests.
9. Recommends, implements, and maintains departmental policies and procedures to comply with federal, state and local policies and regulations regarding hazardous materials, health and safety, and hazardous waste. Arranges for waste pickup.

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KEY DUTIES AND RESPONSIBILITIES – Continued

10. Maintains chemical inventory database and ensures that safety data sheets are available and updated. Establishes and enforces laboratory safety procedures. Routinely inspects and/or tests safety equipment and supplies.
11. Serves as the Chemical Hygiene Officer. Updates assigned department's Chemical Hygiene Plan and Building Emergency Action Plan. Responds to laboratory emergencies including injuries and spills of hazardous materials.
12. Hires, trains, and supervises student employees.
13. Serves as a lead to other classified and short-term, non-continuing (STNC) employees in the area.
14. Serves as a technical and educational resource to faculty, staff, students, and the public. Assists faculty and staff in science outreach programs.

KNOWLEDGE OF:

1. Concepts, practices and procedures, subject matter and theoretical principles of the science area assigned.
2. Equipment, materials, supplies, and laboratory methods, practices, and techniques used in the science or laboratory area assigned.
3. Tools, materials, and equipment used in the repair, calibration, and maintenance of technical laboratory equipment and instruments.
4. Principles, practices, and environmental health and safety regulations to properly use and dispose of hazardous or biohazardous materials or work with laboratory equipment and instruments.
5. Principles of record keeping.
6. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
7. Applicable technology usage, including standard office productivity software and other appropriate technology, including discipline-specific software.

ABILITY TO:

1. Problem solve and adapt to dynamic situations.
2. Safely and properly operate laboratory equipment.
3. Execute safe and proper handling, storage, and disposal of hazardous and/or bio-hazardous materials.
4. Handle and care for living organisms.
5. Interpret and apply policies, procedures, rules, and regulations.
6. Collaborate productively and cooperatively with individuals and groups, both internally and/or externally.
7. Communicate effectively, both orally and in writing.
8. Exercise appropriate judgement in interactions with others and with work processes.
9. Interact with the public in a helpful, courteous, and professional manner.
10. Demonstrate sensitivity to, and respect for, a diverse population.

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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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Bachelor's degree in the discipline assigned, or a closely related field of study required.

EXPERIENCE:

2+ years of related experience in laboratory practices and theoretical applications common to the designated science area required.

OTHER REQUIREMENTS:

- This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.
- May be required to possess certain licenses or certificates (e.g., CPR, First Aid certificate), or possess proof of training in areas relevant to subject matter to which assigned.
- Must be able to perform physical activities, such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing or walking.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).