

**TITLE: Lab Assistant, Public Safety Training Center**

**CLASSIFICATION: Classified**

**SALARY GRADE: C09**

**SCOPE OF POSITION:**

Under general supervision, plans, organizes and facilitates laboratory activities for one or more Public Safety program. Provides educational support services, including assisting in the preparation of instructional materials for laboratory demonstrations or use and presentation materials for the internal and external community. Assists students with assignments and demonstrates the proper techniques of specialized equipment.

**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. Ensures the security of laboratory facilities and equipment. Oversees inventory of laboratory materials for laboratory and student use.
2. Organizes and sets up laboratory for teaching demonstrations and exercises. Distributes and arranges equipment, models, and subject matter materials.
3. Maintains and repairs laboratory equipment; assists with troubleshooting technical issues.
4. Monitors laboratory budget. Orders approved equipment purchases and prepares invoices for payment. May provide support for grant preparation and implementation.
5. Advises and may tutor students regarding course objectives and requirements. Trains students on the use of appropriate materials and equipment.
6. Serves as a technical resource to faculty, students, staff, the public and external agencies.
7. Assists instructors in the design and construction of new demonstrations, exercises, procedures, and curriculum. Assists instructors with researching and preparing course documents.
8. Supports the day-to-day operations and scheduling of laboratory usage. Resolves scheduling conflicts with instructors and students.
9. May train and supervise the work of student employees.
10. May direct the work of short-term, non-continuing (STNC) employees in the area.

**KNOWLEDGE OF:**

1. Fundamentals, terminology, techniques, tools, equipment, and materials in area assigned.
2. Basic web accessibility tools and document remediation.
3. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
4. Applicable technology usage, including standard office productivity software and other appropriate technology.

**TITLE: Laboratory Assistant, Public Safety Training Center**

**ABILITY TO:**

1. Research, adapt, and apply laboratory methods, practices, and techniques common to the designated Public Safety area.
2. Handle and work with hazardous materials properly and safely.
3. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
4. Communicate effectively, both orally and in writing.
5. Exercise appropriate judgement in interactions with others and with work processes.
6. Interact with the public in a helpful, courteous, and professional manner.
7. Demonstrate sensitivity to, and respect for, a diverse population.

**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:**

Associate degree required.

**EXPERIENCE:**

1+ year of related experience in an educational or public safety setting required.

**OTHER REQUIREMENTS:**

Current and valid first aid and Emergency Medical Response (EMR) certifications.

**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](#).*