



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
COORDINATOR, SAWYER CENTER	CLASSIFIED	GRADE: O MONTHS:
BOARD POLICY REFERENCE: New position		Board Approved: 09/12/00

**JOB DESCRIPTION:**

Under direction, plan and organize the daily functions of the Sawyer Center; and perform related work as required.

**SCOPE:**

The Coordinator, Sawyer Center performs consulting services relating to intellectual properties and new product development; provides information in the areas of general marketing, raw materials and manufacturing/assembly sources; prepares and monitors annual budget.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Coordinates, plans and organizes the daily functions of the Sawyer Center.
2. Prepares and monitors the annual budget.
3. Provides information to clients in the areas of general marketing, raw materials and manufacturing/assembly sources.
4. Develops presentations, workshops and training seminars on subjects pertaining to new product development and application processes for protection of intellectual properties.
5. Consults with clients one-on-one regarding intellectual properties and new product development.
6. Assists clients with required research for various information in areas such as marketing, raw materials and manufacturing/assembly.
7. Seeks and applies for grants to supplement funding of the Sawyer Center.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Coordinate, plan and organize the activities of the Sawyer Center; speak before groups that will include prospective clients; seek and apply for grants to supplement funding of the Sawyer Center; prepare annual budgets; maintain travel and appointment schedules; perform difficult, complex and detailed clerical and administrative work with accuracy and speed; work under pressure to meet deadlines; analyze situations accurately and take appropriate action; identify problems and recommend solutions; compose correspondence and accurate reports with little guidance and direction; communicate effectively in English; follow and give oral and written directions; interact with the public in a helpful, courteous and friendly manner; work independently with a minimum of supervision; interpret, apply and initiate District policies and procedures; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

Sales, pricing, purchasing, trade shows and patent processes; application processes for trademarks, copyrights and patent protections; domestic and offshore sources for product cost of goods and pricing to the market place; current consulting and economic impact reports; media technology for use in publicizing products and services; basic public speaking, basic marketing principles, practices and techniques; modern office methods and practices including filing, proofreading, formatting, report writing; basic bookkeeping and fiscal management; proper English usage, spelling, vocabulary, and grammar; operation of personal computer software programs including word processing and spreadsheet tools, calculators, adding machines and other standard office equipment; proper reception and telephone etiquette.

**MINIMUM QUALIFICATIONS:**

*A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

*Education:*

A Bachelor's degree in Business, Business Administration, Economics, Marketing or other related area.

*Experience:*

Four years of increasingly responsible related experience.

**LICENSE OR CERTIFICATE:**

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.