



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
COORDINATOR, SCIENCE LABS	CLASSIFIED	GRADE: O MONTHS:
BOARD POLICY REFERENCE: 2007/2008 CLASSIFICATION REVIEW		Board Approved: 02/10/09

**JOB DESCRIPTION:**

Under direction, plan, organize, and coordinate laboratory activities for one or more college science departments or programs; assist in department(s) budget preparation; order, receive, store, issue and inventory, and surplus laboratory supplies and equipment; repair, maintain, and calibrate laboratory equipment and instruments; properly manage hazardous or biohazardous materials/wastes; may serve as a lead worker for other classified staff in the area; may supervise and direct the work of student assistants and short-term, non-continuing staff; and perform related work as required.

**SCOPE:**

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

**DISTINGUISHING CHARACTERISTICS:**

The distinguishing characteristics of the Coordinator, Science Labs are the fiscal responsibilities, purchase and maintenance of technical science laboratory equipment, and overall coordination of laboratory activities. 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.*

1. Purchases supplies and equipment; researches products, prepares and analyzes bids, purchases required items, 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. Surplus unused, outdated or unrepairable equipment.
2. Monitors and controls expenditures through on-line computing system to ensure 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 recoup losses for missing or broken supplies and equipment.
3. Serves as a technical resource to faculty, students, staff District-wide 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; assures 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.

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

6. Designs, constructs, adapts, tests, and maintains equipment, interface computer systems and apparatus used in the laboratory.
7. Prepares, tests, adjusts, modifies, performs routine maintenance, and calibrates a variety of scientific research-type 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 biohazardous materials.
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 EH&S 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 biohazardous materials; may function 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. Supervises student employees; and short-term, non-continuing staff.

**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; collect and analyze laboratory data; handle and care for living organisms if required; correctly and efficiently 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; safely handle, store and dispose of hazardous or; generate and maintain accurate computerized records, databases, reports and files; perform administrative work accurately and efficiently, 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; act as a lead worker to other Classified staff in the area; supervise student assistants and short-term, non-continuing employees; 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; operation of a personal computer 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:*

Two years 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 biohazardous materials common to the designated science area.