



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
SCHEDULING TECHNICIAN	CLASSIFIED	GRADE I MONTHS:
BOARD POLICY REFERENCE: 2008/2009 CLASSIFICATION STUDY		Board Approved: 08/11/09

JOB DESCRIPTION

Under general supervision, perform specialized clerical and technical functions in support of District wide schedule development; assist with development and maintenance of the scheduling, facilities and instructor databases; schedule room assignments for all classes; assist in the production of the class schedule; and perform related work as required.

SCOPE:

The Scheduling Technician collects course and schedule information from department chairs and deans in accordance with established guidelines; serves as a technical resource to faculty, administrators and classified staff; and assists in the preparation of the Schedule of Classes.

KEY DUTIES AND RESPONSIBILITIES:

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

1. Maintains calendar and timelines for development of the Schedule of Classes; collects data from department chairs, deans and instructors, and encodes and inputs course and room assignment information into database; develops a series of draft schedules.
2. Performs revisions, updates and maintains data in the Instructor, Facilities and Schedule databases.
3. Assists in preparation of camera ready course listing and informational pages for the Schedule of Classes; assists in the distribution of the Schedule of Classes.
4. 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; answers questions and troubleshoots problems.
5. Receives Schedule Change Forms and updates database as required; tracks changes to the Department Schedule listing and room assignments; copies, distributes and files all related forms.
6. Maintains data in the instructor load database, including input of payroll, office hours, and reassigned time information.
7. Assists in the order, distribution, review and revision of reports such as load reports for the Board of Trustees and various end-of-semester reports.
8. Serves as a resource for Payroll and Human Resources regarding instructor loads, payroll, PAFs and reassigned time information.

EMPLOYMENT STANDARDS

ABILITY TO:

Work and complete projects within established time frames; operate, maintain, and enter data into computer database; perform complex and detailed clerical and technical work with accuracy and speed; type or keyboard with accuracy from clear copy or handwritten notes; be familiar with 10-key; prepare reports; analyze situations accurately and take appropriate action; communicate effectively in English; follow and understand 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:

Modern office methods and practices; proper English usage, spelling, vocabulary, and grammar; operation of personal computer software programs including word processing and desktop publishing programs, calculators, and other standard office equipment; proper reception and telephone etiquette.

Preferred additional knowledge: On-line computer database management systems.

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:

Graduation from high school.

Experience:

Clerical and technical experience. Work in a community college office preferred.