



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

LABORATORY COORDINATOR

A Classified Position
Grade 30 – Salary Schedule 60

General Statement

This is technical work involved in organizing, coordinating, and maintaining supplies, equipment, and instructional support services for a college laboratory. Under general supervision, the employee uses subject-matter knowledge to setup the laboratory, demonstrate safe use of biologicals and chemicals, supplies and equipment, store and dispose of a variety of supplies, and assist faculty in maintaining laboratory operations. Public contact is extensive, primarily involving faculty and students for the purpose of providing safety and procedural information concerning laboratory operations and supplies. A moderate to high degree of independent judgment and creativity is required to apply safety and other policies and procedures related to laboratory equipment and other supplies, and to resolve frequent minor and occasional major problems that arise. Consequences of errors in judgment could be costly in student and employee safety, employee time and money; however, clearly prescribed procedures and other controls limit the risk of serious errors. The Lab Coordinator position is distinguished from the Lab Technician position by responsibilities for leading the work of teams or individual staff and/or assisting supervisory staff as the designated technical resource for resolution of more complex operational issues. The Lab Coordinator can lead the work of other staff and student assistants as assigned and can perform the routine functions of the Lab Technician.

A. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Sets up, schedules, and coordinates use of laboratory and demonstration equipment for various courses
2. Ensures laboratory environment is in compliance with safety procedures and State and Federal regulations
3. Prepares and maintains advanced lab equipment and materials specific to discipline/course syllabus
4. Creates and maintains an inventory of lab supplies using a computer database and restocks supplies as needed
5. Recommends and assists faculty in the purchase of new equipment as needed; researches vendors, pricing, delivery timelines and selects vendors as appropriate; orders new equipment, supplies and materials as needed

6. Communicates with department faculty regarding scheduling labs and the use of equipment and supplies
7. Supervises student assistants as needed
8. Performs other related duties as assigned

F. Requirements

- A combination of education and experience equivalent to completion of a Bachelor's degree in the specific discipline or subject matter.
- Experience in laboratory techniques specific to discipline/course syllabus
- Demonstrated knowledge of applicable regulatory and other safety policies and procedures
- Successful training and experience in laboratory operations including research and implementation of state-of-the-art equipment, supplies, and materials
- Experience with the organization and maintenance of online and manual records and reports
- Experience with computer data entry, modification and retrieval, and use of a variety of software to produce routine reports, memoranda, and other written materials
- Skill in directing the work of others
- Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff

G. Physical/Other Requirements

This classification requires standing for extended periods of time, bending, stooping, pulling, pushing, reaching overhead, moving objects of moderate weight, kneeling; exposure to biologicals and chemicals, fumes, dust, and odors; in order to perform the essential functions.

H. Knowledge, Skills & Abilities

1. Knowledge of technical laboratory operational procedures, protocols, equipment, materials and supplies related to a specific discipline or subject matter, biological and chemical hygiene safety and control measures, preparation of laboratory experiments in a teaching environment
2. Knowledge of required laboratory policies, procedures and regulations related to subject-specific occupational safety, cleanliness, and sanitation
3. Skill in oral communication, including giving clear and concise instructions
4. Skill in organizing, sorting, categorizing, and accurately retrieving a variety of materials, supplies, and equipment
5. Skill in training and leading the work of others
6. Skill in working accurately and safely under deadline pressure
7. Skill in scheduling, coordinating and performing specialized and technical duties to assure efficient laboratory operations
8. Skill in following detailed oral and written instructions
9. Skill in using spreadsheets and a variety of other computer software to track, format and report financial, statistical and other detailed data
10. Skill in communicating respectfully and sensitively with people from diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds
11. Skill in detailed electronic and manual record keeping
12. Ability to work effectively as part of a team

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