

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Instructional Laboratory Technician IV,
Physical Education & Athletic Facilities

Department: Kinesiology/P.E.

Location: San Jose City College

Date: July 1, 2018

POSITION PURPOSE

Under the general supervision of a Dean or assigned administrator, performs comprehensive logistical support services for Kinesiology and Physical Education programs by providing uniforms, supplies and equipment for lecture, laboratory, and other activities within the discipline. The position is also responsible for athletic facility rental scheduling and maintaining accurate information on the Kinesiology and P.E. website.

DISTINGUISHING CHARACTERISTICS

General supervision or direction is provided by academic management or supervisory personnel. Technical and functional supervision may be provided by instructional personnel. Responsibilities may include providing training, technical and functional direction to, and reviewing the work of other instructional laboratory technicians, part-time personnel or student assistants.

KEY DUTIES AND RESPONSIBILITIES:

1. Perform a variety of coordination, preparation and planning in the operation of the Kinesiology and Athletics program.
2. Discuss future laboratory activities and scheduled events with instructors to determine what/when equipment and supplies will be needed.
3. Coordinate athletic facility rentals from outside organizers by scheduling meetings with users, reviewing their needs, and ordering any special needed supplies such as signage.
4. Maintain accurate master calendar of athletic events in the scheduling system, which involves blacking out any home games.
5. Assist and coordinate event set-up, breakdown, staffing, moving of any equipment, ordering new or additional equipment if need. Coordinate lighting company for outside events.
6. Schedule athletic event overtime for facility and game day management; send out invoices to teams participating in tournaments that take place on campus.
7. Maintain detailed records of facility usage and update facilities database using district software.
8. Assist game management staff for home games and coordinate transportation and overnight stays for athletic teams.
9. Provide and assign materials, supplies and equipment to students in accordance with established controls and procedures.
10. Identify, order, pick up and deliver supplies, materials, and equipment necessary for laboratory exercises. Work directly with vendors and suppliers as appropriate.
11. Maintain the Kinesiology and Athletics department web page.

12. Provide technical guidance, assistance, and training to laboratory personnel in laboratory procedures and equipment usage.
13. Train and show students and new faculty the proper and safe methods and procedures for educational equipment, operation and materials handling.
14. Perform a variety of miscellaneous office work such as preparing purchase requisitions, answering the telephone, scheduling appointments, photocopying and distributing mail.
15. Provide general information regarding assigned program to participants, potential participants, and other interested parties.
16. Provide information on needed equipment, supplies, uniforms, and materials during the budget preparation process.
17. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Principals, practices, and techniques used in the field of kinesiology and athletics.
2. Principles of time management and project coordination.
3. Advanced principles and procedures of recording keeping and reporting.
4. Concepts, techniques, procedures, and policies applicable to facilities usage areas.
5. Equipment, materials and supplies which are used in kinesiology and athletics and their proper and safe handling and disposal.
6. Enterprise application software and MS Office such as Word, Excel spreadsheets.
7. Modern office practices, procedures and equipment including computer operation.

Skills and Ability to:

1. Coordinate facility usage with sufficient logistics skills.
2. Perform complex computations and statistics using mathematics skills.
3. Perform responsible and difficult administrative work involving the use of independent judgement and personal initiative.
4. Interpret and apply administrative and departmental policies and procedures.
5. Write reports, proposals, business correspondence and procedure manuals.
6. Apply mathematical skills to calculate figure and amounts such as discounts, proportions, percentages, concentrations, and volume.
7. Utilize reasoning skills to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form; and deal with problems involving several concrete variable standardized situations.

8. Effectively communicate and interact with persons of diverse backgrounds and abilities.
9. Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Education:

1. An Associate degree from an accredited college or technical school.
2. Three years of related work experience and/or training.
3. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of groups historically underrepresented, and groups who may have experienced discrimination.

WORKING CONDITIONS

Environment:

1. Typical office environment.

Board Approved: 6/12/18
Salary Range: 86
EEO Category: 2B3 – Technical/Paraprofessional