CLASSIFICATION SERIES:
N/A

CLASSIFICATION CODE/PAY GRADE:
16872/24

BARGAINING UNIT:
ACE

Administrative and Computer Lab Specialist

SERIES PURPOSE: The purpose of the Administrative and Computer Lab Specialist occupation is to assist in program direction by relieving superior of administrative duties, formulating and implementing program policy, managing business functions, and overseeing operations of assigned computer labs. Includes supervision of lab assistants, communication of decisions and directives, and researching, analyzing, formulating, and implementing policies and procedures for the operations of these labs.

CLASS CONCEPT: The class works under general supervision and requires considerable knowledge of University policies and procedures regarding program activities and computer lab operations of the department in order to relieve superior of routine administrative duties, make recommendations regarding program activities and computer lab operations and assist in developing new procedures related to established program policy.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Independently manages and supervises all assigned computer lab operations; communicates decisions and directives related to the labs; researches, analyzes, formulates and implements the policies and procedures for the operations of computer labs, modifying and updating as needed.

Manages all business functions of the labs; coordinates the scheduling of all classes, registration sessions, and events; researches, analyzes, and resolves scheduling conflicts and/or disputes between faculty regarding available time slots; supervises and coordinates the schedule for all lab assistants; interviews, hires, and trains student lab assistants; assigns and reviews work; conducts informative, mandatory meetings with lab assistants to review the policies and procedures of the labs, and any new procedures or issues; monitors and/or approves all time sheets for lab assistants; independently handles all complaints or concerns reported with any employees or situations in the labs; issues keys and/or key codes as needed; researches, analyzes, and recommends purchases to the Dean’s Office to keep the labs running without interruptions; analyzes technical issues, providing advice for scheduling of work orders.
Assists in performing a variety of complex non-routine and administrative tasks; independently handles complex correspondence and issues, which involves providing interpretation of policies and procedures as they apply to given situations, and assists students, faculty, and/or staff.

Serves as liaison between Chair/Program Coordinator and various constituents; assumes responsibility for communicating decisions and direction to students, faculty, and staff in Chair’s absence; provides advice and assistance to students in interpreting University policies and course requirements; provides necessary assistance and direction to part-time faculty in interpreting rules and regulations.

Gathers materials and data to aid in budget development; assists in preparing and maintaining annual budget; evaluates and/or maintains department budget accounts; independently prepares and enters budget transfers and purchases with approval; contacts vendors and makes purchases using the department purchasing card; maintains records of all transactions; independently coordinates budgets for student design groups, ensuring appropriateness of purchases; reconciles monthly summary reports and procurement card ledgers.

Researches and responds to inquiries and complaints; provides program information to the public; greets visitors, answers telephone, screens and directs calls, and makes appointments; schedules equipment and receptions for speakers and other events; prepares reference materials and assessment documents.

Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of: records management; business communications; administrative practices and procedures*; general office practices and procedures; budgeting*; business office software applications.

Skill in: operation of computer and all other standard office equipment.

Ability to: handle sensitive inquiries and contacts with public; deal with problems involving several variables within familiar context; apply principles to solve practical, everyday problems; interpret instructions in written or oral form; write routine business letters following standard procedures; complete routine forms or records; make appointments; arrange items in numerical or alphabetical order; assess questions and provide appropriate information or referral; establish friendly atmosphere within department.

(*) Developed after employment.

**MINIMUM QUALIFICATIONS:** Completion of undergraduate core program in business administration, management science, or public administration; one year of experience in the secretarial and/or administrative professional field.

Or a High School Diploma or GED and two years’ experience in the secretarial and/or administrative professional field.

**REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES:** None

Effective 03/15/2020
**PHYSICAL REQUIREMENTS:** In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

**SEDENTARY:** work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally and all other Sedentary criteria are met.

**UNUSUAL WORKING CONDITIONS:** Not applicable