

## **INSTRUCTIONAL EQUIPMENT COORDINATOR**

### **CLASS SUMMARY**

Under general supervision – inventories, issues, maintains and receives instructional equipment, materials and supplies and monitors storage area; assists in budget preparation; performs related duties as required.

### **REPRESENTATIVE DUTIES**

Receives, issues, stores and inventories, assembles and sets up instructional equipment materials and supplies required for classes; assists in the planning, analysis and implementation of budget, sets up and maintains records for instructional equipment accounts; identifies equipment and supply needs for instruction; research new vendors and purchase of new equipment; receives, verifies, inventories and stores all new incoming equipment and supplies; cleans and makes arrangement for repair and/or replacement of equipment; delivers and picks up instructional equipment sent out for repairs; prepares, transports and sets up equipment at other locations; coordinates and/or performs yearly maintenance and repair of equipment; trains, directs and assigns work to support staff and student workers; oversees and controls the storage area.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the Dean and/or designated administrator. It directs the work of a full or part-time assistant.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Any combination of training and/or experience equivalent to an associate degree and three years of responsible experience related to the assigned area, preferably having involvement in storekeeping, inventory control, purchasing and accounting; mechanical background preferred.

#### **Knowledge and Abilities**

Knowledge of: the equipment used by students in assigned instructional program; knowledge of general business practices, such as those related to buying storing, and inventorying of equipment and supplies, procedures for issuance and control of materials, supplies and equipment; and maintaining proper account records of expenditures and balances.

Ability to: maintain and repair instructional equipment; establish and maintain effective working relationships with instructional staff, students, and others; maintain inventory control; learn operation of tools to maintain and repair equipment; follow oral and written instructions; schedule and prioritize work; and work with limited supervision.

License: valid California Motor Vehicle Operator's License.