

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Learning Resources Automation Coordinator			<i>BOT Date:</i> Oct 1, 1996
<i>Level:</i> G	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0724	<i>Adm. Rev:</i>

GENERAL DESCRIPTION

Manages and coordinates Learning Resources/library automation operations and serves as a district resource for Learning Resources automation issues.

KEY RESPONSIBILITIES

% OF TIME

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1.*	Trains Learning Resources staff in the use of library and office automation software and hardware; regularly schedules training sessions and provides assistance in solving problems.	25%
2.*	Installs, tests, maintains and troubleshoots software and hardware utilized in Learning Resources computer applications.	20%
3.*	Researches and recommends for purchase hardware and software upgrades and enhancements.	15%
4.*	Writes user documentation and develops guidelines, procedures and training material for office and library automation.	15%
5.*	Works closely with the Technical Services Manager, Audio Visual Manager, and Associate Vice President for Learning Resources Services in a variety of matters.	5%
6.*	Serves as Systems Manager for the College for the statewide library automation project.	5%
7.	Serves as College Center Library Automation (CCLA) hardware contact and serves on the CCLA Standing Committee for Circulation.	5%
8.	Maintains a computer equipment inventory for all Learning Resources areas.	5%
9.	Maintains hardware and software vendor contact.	5%
10.	Performs other similar and related duties as required.	

* Indicates an "essential" job function.

Position Title: Lrn Resrc Auto Coord	Class Code: E0724	Position Level: G
KEY JOB REQUIREMENTS		
<i>Education:</i>	Associate's Degree or Two Year College equivalent required.	
<i>Experience:</i>	3 to 5 years prior related work experience.	
<i>Planning:</i>	Plans events that are expected to occur in the next one to three months or on a quarterly basis. The primary scope of planning activities in this position affects the department or equivalent.	
<i>Impact on Budgets:</i>	Provides supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses. Provides incidental services indirectly related to the use or misuse of the expense or revenues. No impact on revenue generating.	
<i>Impact of Decisions:</i>	Makes recommendations or decisions which typically affect the assigned department, but may at times affect operations, services, individuals, or activities of my campus.	
<i>Complexity:</i>	Work is complex and varied and requires the selection and application of technical and detailed guidelines. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts.	
<i>Decision Making:</i>	Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.	
<i>Problem Solving:</i>	Problem solving involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations.	
<i>Communication with Others:</i>	Regular internal contacts to carry out programs and to explain specialized matters, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion. External contacts may be required to carry out programs and to explain non-specialized matter.	
<i>Supervision of Others:</i>	Provides limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Nature of work supervised is primarily technically oriented or complex, includes additional administrative responsibilities, and requires a working knowledge of unit or departmental activities.	
<i>Job-Related Knowledge:</i>	Requires extensive knowledge of a distinct trade or technical function. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods or procedures as necessary.	
<i>Innovation/Creativity:</i>	Work requires developing imaginative and complex methods, procedures, products or systems. This is an important part of the job and results generally affect a campus within the College.	
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	