

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Part-Time Advanced Technician			<i>BOT Date:</i> July 18, 2001
<i>Level:</i> 3	<i>FLSA Status:</i> NE	<i>Class Code:</i> Z0300	<i>Adm. Rev.:</i>

GENERAL DESCRIPTION

Assignments are typically technical or analytical, requiring specific skills and specialized knowledge. Responsibilities and tasks are typically routine in nature.

Duties and tasks may include, but are not limited to, Key Responsibilities referenced below:

	KEY RESPONSIBILITIES	% OF TIME
1.	Performs responsible administrative activities such as creating and maintaining spreadsheets, analyzing data and statistical information and making appropriate recommendations.	
2.	Conducts research, evaluates programs, and prepares reports.	
3.	Conducts responsible accounting/fiscal transactions to include preparing expenditure statements.	
4.	Advises students regarding registration, course selection, transfer process or related activities.	
5.	Provides supportive instruction to teaching skills related to specialty, athletic, or recreational activities.	
6.	Serve as liaison between faculty or other professional staff and students in the general academic area being tutored.	
7.	Assists with program coordination.	
8.	Performs other similar and related duties as required.	

<i>Class Title:</i> Part-Time Advanced Technician	<i>Class Code:</i> Z0300	<i>Level:</i> 3
KEY JOB REQUIREMENTS		
<i>Education:</i>	Associate's Degree. May require some technical licensure. [Note: Some jobs, because of the nature of the work, may require a Bachelor's Degree.]	
<i>Experience:</i>	Two years of related technical or paraprofessional experience.	
<i>Communications with Others:</i>	Good verbal and written communication skills.	
<i>Supervision of Others:</i>	May provide limited supervision to subordinate positions.	
<i>Job-Related Knowledge:</i>	Tasks require specific skills and specialized knowledge to include advanced clerical and administrative skills, accounting methods, computer knowledge, trades and maintenance, safety, knowledge of materials and tools of building trades. Ability to plan and organize, problem solve, work independently with limited direction on objectives to be met.	
<i>Working Conditions/ Physical Effort:</i>	May work in administrative offices, computer centers, buildings and grounds, or academic environments such as libraries and laboratories.	

