

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Lab Supervisor	<i>BOT Date:</i> Oct 1, 1996		
<i>Level:</i> H	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0802	<i>Adm. Rev:</i> Nov 4, 2008

GENERAL DESCRIPTION

Supervises lab at assigned campus and ensures classes are provided with all necessary supplies and equipment. Plans, assigns, directs and coordinates work of lab staff. Determines needs and justification for staffing, supplies and equipment. Maintains inventory of materials and equipment and ensures proper maintenance and repair of equipment. Ensures lab operates in compliance with all safety rules.

KEY RESPONSIBILITIES

% OF TIME

1.*	Supervises lab staff including scheduling and evaluating. Also assists in interviewing and recommending new hires.	25%
2.*	Maintains inventories of lab equipment and supplies; assists with annual campus equipment inventory.	15%
3.*	Ensures proper maintenance and repair of lab equipment.	10%
4.*	Enforces safety rules and inspects safety equipment in lab classrooms and stockrooms; submits maintenance requests as needed.	5%
5.	Determines equipment and supply needs and generates requisitions for needed items. Maintains current account of expenditures.	15%
6.	Prepares annual budget proposal for operation of labs.	10%
7.	Assists in scheduling classes and rooms in coordination with lab faculty.	10%
8.	Manages and assists faculty with software and computer usage area. May also serve as System Administrator for the Administrative LAN at assigned campus.	10%
9.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	Bachelor's Degree required.	
<i>Work Experience:</i>	3 to 5 years.	
<i>Planning Scope:</i>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department's annual expenditures, and or revenues.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the section or large group.	
<i>Impact on Budgets:</i>	Recommending/Contributory: Have a strong, but not controlling voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues.	
<i>Impact on Grant Funds:</i>	No impact on grant funds.	
<i>Impact on Revenue Generating:</i>	No impact on revenues.	
<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>	Varied: 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>	Analytic: 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>	Problems are not easy to identify, but are similar to those seen before. Solutions can often be found by using methods chosen before in similar situations.	
<i>Internal Contacts:</i>	Regular contacts to carry out programs and to explain non-specialized matter, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.	
<i>External Contacts:</i>	Regular contact with outside agencies and the general public, supplying or seeking information on specialized matters.	
<i>Level of Supervisory Responsibility:</i>	Provide limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions.	
<i>Nature of Work Supervised:</i>	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>	Entry Professional Skills: Requires entry-level knowledge of theories and practices of a professional field. This level is reserved for an individual with a four-year degree or with high-level vocational skills demonstrated by a number of years of on-the-position experience. Writes reports using technical data requiring considerable interpretation, developing new methods and procedures. Frequently applies knowledge to practical issues.	
<i>Innovation/Creativity:</i>	Work requires using original and creative thinking to develop new, moderately complex results. The results generally impact several work groups, a large project or an extended customer base.	
<i>Working Conditions/ Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.	