



JULY 2009
FLSA: NON-EXEMPT

CATALOG / SCHEDULING SPECIALIST

DEFINITION

Under general supervision, coordinates, develops, and maintains the District's schedule/catalog of classes and assigns and maintains the booking schedule of classrooms throughout the District; uses specialized desktop publishing software; assists the front office of the department and provides technical and administrative assistance to the Dean of Academic Affairs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Dean of Academic Affairs. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This classification develops the catalog of classes to be offered at the District, as well as maintains and coordinates the classroom schedule by facilitating accurate room bookings. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This classification is distinguished from the Event Coordinator/Scheduler in that the latter facilitates the scheduling and rental of college facilities. It is further distinguished from general administrative classifications by its specialization in class catalog and room booking coordination.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Composes, types, and edits college catalog/schedule for correct information and content using desktop publishing software.
- Performs various data entry relative to courses and teaching assignments.
- Consults with college division chairpersons regarding class scheduling and classroom booking.
- Utilizes desktop publishing software to prepare schedules and catalogs and maintains required files in order to ensure the accuracy of those publications.
- Proofreads materials that are to be published in schedules and catalogs.
- Composes narratives, descriptions, and advertisements for use in the schedules and catalogs.
- Creates and produces various other documents using desktop publishing software.
- Performs general office functions including typing, filing, and answering telephones; assists the front office of the Academic Affairs department as needed.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones.
- Researches and learns new software applications.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Associated Press (AP) style of writing and the American Psychological Association (APA) writing format.
- Principles, practices, uses, and functions of desktop publishing software.
- Principles, techniques, and practices of computer graphics design.
- Record keeping principles and procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office practices and technology, including personal computer hardware and software applications related to the work, such as Excel, Word, MS Publisher, Power Point, Abode PageMaker, MS Photo Editor and MS Schedule.
- Principles, practices, and techniques of effectively dealing with the public and public relations.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic, and ethnic groups.

Ability to:

- Produce original and comprehensively descriptive text.
- Maintain academic calendar and room book.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Organize own work, set priorities, and meet critical time deadlines.
- Coordinate, cross-reference, and resolve room scheduling conflicts.
- Understand and follow oral and written instructions.
- Demonstrate flexibility and respond to changing requirements and job assignments.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in education, publishing, communications, graphic design, or a related field, and two (2) years of varied desktop publishing software application experience including proofing, editing, and writing documents.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate

in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.