

PERALTA COMMUNITY COLLEGE DISTRICT – May 2021

CLASSIFIED JOB DESCRIPTION

**COORDINATOR/ART DEPARTMENT
(SEIU Local 1021 Salary Range 95)
Job Code: 001**

CLASS PURPOSE

Under general direction of the Dean, coordinates the daily activities and operation of the Art Department and studio (Ceramics & Print). Organizes and coordinates activities for the art department with single or multiple course disciplines including all day, evening, and weekend sessions. Develops procedures and practices to administer and implement the day-to-day operation of art lab course offerings. Directs or personally performs technical work in a college setting, including ordering, receiving, stocking, maintaining, and issuing art supplies and equipment. Assists in the department's budget development and administration. Collaborates with faculty and staff in the implementation of daily duties.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year and may include some evenings and weekends.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Coordinates the operation and maintenance of art labs.
- Coordinates the timely preparation, set-up, disbursement, and clean-up of supplies, materials, chemicals, glazes, and equipment.
- Coordinates instructional art lab schedules in collaboration with faculty as needed to maximize effective utilization of resources.
- Participates in the implementation of art department/studio exercises and assignments; updates materials lists, inventory, and material safety data sheets on a regular basis; implements new or modified art studio policies and procedures as deemed necessary; prepares special instructions for non-routine and complex assignments; performs complex skilled technical duties to assure efficient art lab operations.
- Instructional resource; teaches staff and students to use materials and solve technical problems.
- Orders materials, supplies and equipment; researches products, prepares and analyzes bids; may prepare purchase requisitions for supplies and equipment needed by the department; purchases required items through departmental procedures; receives shipments and verifies contents; maintains, controls and stores a sufficient inventory of supplies and equipment.

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- Coordinates and monitors department expenditures and overall resources for instruction; prepares cost estimates for budget recommendation and to ensure compliance within established budget; submits justifications and advocates for resources needed to accomplish Department, College, and District goals.
- Coordinates with faculty as needed to select and install new equipment; maintains equipment and apparatus in the art studio; performs routine maintenance on and calibrates a variety of art labs/studio instruments.
- May hire and direct independent contractors or vendors to perform repair or maintenance on studio equipment, such as kilns, air compressor, pug mill, 3D printers, etc.
- Responsible for providing direction and training on art studio procedures for related staff: such as instructional aides and student workers.
- Maintains art studios and spaces in a clean and orderly condition; cleans and repairs instructional equipment as required. Reports facilities issues for work orders.
- Implements policies procedures to comply with state, local, and District-wide safety laws, regulations, and guidelines; establishes and enforces art department/studio safety procedures; recommends safety-related improvements and modifications in studio procedures and operations.
- Prepares, issues and tracks supplies, materials, and equipment for student use in art/studio assignments or individually assigned projects.
- Maintains up-to-date knowledge on safe practices of mixing, storing, using and disposing of chemicals, glazes, etching acids, and other materials.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Possession of a Bachelor's Degree from an accredited college or university in an Art or field related to the assignment and four (4) years of related experience; or an equivalent combination of education and qualifying experience that could likely provide the desired knowledge and abilities.
2. Demonstrated knowledge of safety regulations related to the use and maintenance of art materials and tools.
3. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- [Desirable Qualifications]

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

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PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Revised: March 2022