

<b>POSTING DETAILS</b>	
Posting Number:	2425
Position Title:	Science Storeroom Coordinator
Reports To:	Dean of Transfer Education
DBM	B31
Type of Position:	Classified
Assignment Description:	This is a .75 FTE, hourly position
Salary:	Base pay starts at \$23.17 hourly
Type of Benefits:	<ul style="list-style-type: none"> <li>• Medical, dental (with orthodontia), vision</li> <li>• Life insurance, AD&amp;D insurance, Long-term disability</li> <li>• State PERS retirement</li> <li>• Tuition Waiver</li> <li>• Employee Assistance Program (EAP)</li> </ul>
Other Benefits (if applicable):	<ul style="list-style-type: none"> <li>• Employees and eligible dependents receive a tuition waiver and free use of our fitness facility</li> <li>• In addition to mandated PERS retirement program participation, the college provides options for voluntary 403(b) savings participation</li> <li>• Employee Assistance Program (EAP)</li> <li>• Paid vacation and sick leave</li> </ul>
Department:	Sciences
Job Summary/Basic Function:	<p>Under the direction of the Dean of Transfer Education, this position is responsible for student laboratory preparation (both biology and chemistry), adherence to OSHA regulations regarding hazardous chemicals and biohazardous materials (all campuses), and keeping the College's Chemical Hygiene and Exposure Control plans up-to-date. The incumbent consults with faculty to identify equipment and supplies needed to support instruction; independently maintains the identified inventory of equipment and supplies, ordering and receiving needed items per college procedure; organizes and maintains storage facilities consistent with OSHA regulations in the science storeroom, MERTS campus, and Art Department; performs (or arranges for) maintenance of laboratory equipment; supervises handling of hazardous and biohazardous waste including proper disposal; and prepares laboratory materials for the science lab sessions. May coordinate the work of student employees.</p> <p><b>Reports to:</b> Dean of Transfer Education</p>
Essential Duties:	<ol style="list-style-type: none"> <li>1. Consults with instructional faculty using the storeroom resources to set desired level of equipment and supplies and needed laboratory setups</li> <li>2. Maintains inventory of chemicals, specimens, supplies, and equipment in college laboratories and storerooms on the Lexington and MERTS campuses. Orders supplies, chemicals, and equipment. Researches technical information and prices including from state contracts for preparing requisitions. Effectively recommends materials for the labs based on quality and price. Coordinates expenditure of available storeroom budgets, maintains record of storeroom supplies expenditures; makes local purchases, including travel to vendors, of expendable supplies using open purchase orders or petty cash procedures.</li> <li>3. Receives ordered materials and equipment, files the appropriate paperwork, inventories the items, and stores the items in the appropriate areas. Troubleshoots ordering mistakes and omissions.</li> <li>4. Maintains and organizes science rooms and laboratories. In charge of writing, updating, and maintaining the Chemical Hygiene and Exposure control plans. Responsible for safety inspections and recordkeeping. Maintains SDS documentation. Properly labels, categorizes, treats, and stores hazardous waste until off-site transport is possible. Transports (or arranges for transport) hazardous waste to proper receiving site.</li> <li>5. Performs (or arranges for) on-going maintenance of storeroom and science laboratory equipment. Performs minor equipment repairs.</li> <li>6. Prepares laboratory materials, equipment, solutions, etc. for science laboratory and instructor demonstration activities in anticipation of the need for them (in consultation with instructors). Records materials list and setup notes for lab activities for replication. Prepares and assist in distributing take home lab kits or activities.</li> <li>7. Selects, orients, trains (including safety training), and oversees student employees in the storeroom.</li> <li>8. Attends Safety Committee meetings.</li> <li>9. Acts as the Safety Officer in the Incident Command System program at the college.</li> <li>10. Performs other duties of similar nature as assigned.</li> </ol>
<b>MINIMUM QUALIFICATIONS</b>	
Education and Experience:	Associate degree which includes significant laboratory coursework in chemistry and biology; or 4 years of related experience and/or training; or equivalent combination of education and experience. Valid driver's license.

Knowledge, Skills and Abilities Required:	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>○ General knowledge of instructional laboratory practice and procedures in chemistry and biology.</li> <li>○ Knowledge of basic procedures and practices of maintaining a supply room and storage area.</li> <li>○ Knowledge of tools, equipment, materials, and supplies which are used in instructional science laboratories and their proper and safe handling.</li> <li>○ Knowledge of supply and inventory procedures for the effective maintenance of stock levels.</li> <li>○ Knowledge of office practices and procedures including filing and the operation of office equipment including personal and on-line computers.</li> <li>○ Knowledge of OSHA regulations regarding storage and disposal of hazardous chemicals.</li> <li>○ Knowledge of ICS-100,200,300,400, and ICS safety officer specific skills</li> </ul> <p><b>Abilities</b></p> <ul style="list-style-type: none"> <li>○ Ability to prioritize among multiple demands, expectations, and tasks based upon instructional and safety criteria.</li> <li>○ Ability to operate laboratory equipment such as autoclaves, MelTemp apparatus, Lab Pros, graphing calculator, electrophoresis apparatus, vacuum pumps, distilleries, centrifuge, electronic balances, instrument probes, GPS, etc.</li> <li>○ Ability to apply language skills to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; and speak effectively before groups of students or faculty.</li> <li>○ Ability to apply mathematical skills to add, subtract, multiply and divide using whole numbers, fractions and decimals; convert from one unit of measure to another; and compute rate, ratio, and percent.</li> <li>○ Ability to maintain bacterial cultures.</li> <li>○ Ability to utilize reasoning skills to apply common sense understanding to carry out instructions furnished in written, oral or diagram form, and deal with problems involving several concrete variables in standardized situations.</li> <li>○ Ability to effectively communicate and interact with persons of diverse backgrounds and abilities.</li> <li>○ Ability to establish and maintain cooperative working relationships with those contacted during the course of work</li> </ul>
Physical Requirements:	<p>Skill in operating a computer, word processing, database and spreadsheet applications; read and create e-mail messages; access the intranet system to find and complete forms and read institutional documents; access the internet and the College's web site; use the calendaring function of the College's e-mail system; and utilize department specific data entry and/or work order software to facilitate departmental tasks.</p> <p>Contact with hazardous chemicals. Contact with live animals and insects and cultures. Frequent standing, walking. Bending, lifting supplies and equipment up to 25 lbs. Ability to operate a motor vehicle.</p>
Other:	<p>Clatsop Community College has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. To ensure the college provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all, we are seeking a candidate who has an understanding of, and experience with, successfully supporting individuals with varying backgrounds, including people with disabilities; people with various gender identities and sexual orientations; individuals from historically underrepresented communities; and other groups.</p>
Posting Date:	8/9/2024
Special Instructions to Applicants:	<p>VETERAN'S PREFERENCE: In order to establish veteran preference, please upload completed Form DD214 (per OAR 839-006-0445 and OAR 839-006-0450(3)) in Other Documents area. If you wish to be considered for Disabled Veteran's Preference, please upload your DD215.</p>
<b>TO APPLY, PLEASE SUBMIT THE FOLLOWING:</b>	
Optional Applicant Documents:	<ul style="list-style-type: none"> <li>• EEO Form (used for HR data collection only)</li> <li>• Other documents in support of application</li> <li>• Transcripts</li> </ul>
Required Applicant Documents:	<ul style="list-style-type: none"> <li>• Application</li> <li>• Cover Letter</li> <li>• Resume</li> <li>• Transcript</li> <li>• Answers to the supplemental questions</li> </ul>
<b>CLOSING DATE:</b> Position is open until filled with first review of applications on August 29, 2024	