

LEAD TECHNICAL ASSISTANT - WCC

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class supervises and performs various academic duties to assist faculty and staff in instructional laboratories at Westchester Community College. Incumbents are responsible for the management and direction of student support areas by supervising and participating in the operation and maintenance of laboratory equipment; frequently using automated systems and peripherals; maintaining inventory control; performing equipment repair and maintenance; planning and coordinating the work of subordinates, and providing technical assistance to administration, faculty and students. This is the highest level of the Technical Assistant series and is distinguished from Senior Technical Assistant by the performance of complex educational support functions requiring expertise and knowledge within a highly technical area and/or supervision over subordinate staff. Additionally, incumbents are responsible for the efficiency and effectiveness of unit workflow, and the use of facilities and equipment to accommodate administration, faculty and student needs. Working with students and faculty is an essential function of this position. Specific duties may vary depending upon assignment. Supervision is exercised over Senior Technical Assistants, Technical Assistants and work/study students. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in the development of laboratory curriculum including experimental objectives, theories, procedures, data tables and associated assignments at levels compatible with student's abilities;

Explains and/or demonstrates the use of laboratory equipment and/or facility equipment (including computers, printers, audio visual aids, scientific equipment, etc.) to aid students and faculty in various instructional environments;

Designs modules and visual aids for demonstration or to clarify abstract concepts and theories in a lab environment;

Ensures labs/facilities, equipment and educational materials are readily available for faculty and student use;

Supervises and oversees work of assigned personnel by delegating work assignments as described above, and by evaluating performance;

Ensures adherence to quality control and safety standards, and when working in a lab with chemicals and sophisticated equipment, ensures their security and safe storage;

Ensures the security of facilities and equipment;

Mixes reagents from raw materials; looks up appropriate formulas and stains to ensure accuracy of lab tests;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Ensures that staff, students and faculty adhere to safety standards when handling chemicals and also ensures that chemicals are safely stored and disposed of in accordance with guidelines set forth by OSHA and the Environmental Protection and Public Health Agencies;

Ensures the cleanliness of laboratories/facilities, as well as utilized equipment such as computer discs, glassware, art materials, etc.;

Ensures the regular calibration and maintenance of equipment and instruments;

Provides administrative assistance in educational laboratories;

Consults with faculty on the selection and use of highly technical equipment in instructional programs throughout the College;

Assists department chairperson and instructional staff in the review of equipment requirements and the selection and requisitioning of same (within budgetary limits);

Maintains (both manually and on an automated system) an adequate inventory of supplies and equipment on a large scale or of a highly technical nature involving specifications;

Consults vendors regarding equipment and specifications and ensures accuracy and condition of inventory; approves payment to vendors in accordance with contractual arrangements;

Assists Department and Division Chairman and higher level personnel and may act as person in charge in the absence of higher level personnel;

Prepares preliminary budget for lab equipment/facility and maintenance supplies;

Supervises work-study students assigned to work in the area;

Reviews and tests incoming equipment to insure that it meets specifications;

Uses computer applications and other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of the technical field of specialization; thorough knowledge of the practical application of instruments and/or equipment used in area of specialization; ability to repair and maintain equipment; ability to give directions to others in the use of laboratory equipment; ability to communicate effectively with students and faculty; ability to maintain clerical records involved in operation; ability to use automated systems such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; integrity; dependability; accuracy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and either: (a) five years of recent experience in computer operations in a Personal Computer environment; or (b) a Bachelor's Degree* with major course work in area of specialty and one year of experience in area of specialty; or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

SUBSTITUTIONS: Satisfactory completion of 30 credits in area of specialty at a recognized college or university* may be substituted for each year of experience.

*SPECIAL NOTE: Education beyond the secondary must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Recent experience must have been primarily attained within the last five years.