

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Instructional Department Specialist

BASIC FUNCTION: Under the direction of the appropriate administrative dean, the Instructional Department Specialist coordinates and performs complex and highly responsible departmental duties requiring extensive specialized knowledge, independent judgment, analysis, decision-making and action, including schedule development, specialized reporting, monitoring of instructors and compilation of confidential faculty payroll data for department chairperson(s), director(s), Dean(s) and/or Vice President(s) and performs other related work as required.

PROVIDES WORK OR LEAD DIRECTION TO: Short-Term employee(s) and/or Work Study student(s).

REPRESENTATIVE DUTIES:

1. Serves as primary liaison among students, faculty, staff, department chairs, deans, District departments and the public-at-large by providing information with regards to district and departmental operations, policies, procedures and regulations, involving personal expertise, judgment and interpretation. Troubleshoot issues and communicates solutions.
2. Performs complex and responsible duties requiring extensive knowledge of the functions and service programs of the department to which assigned.
3. Functions as the primary individual responsible for the preparation and quality control audit in the development of the Class Schedule involving independent analysis and judgment to insure District and MIS State reporting mandates and requirements are met. Calculate section meeting dates/times to meet District time grid and state mandates.
4. Functions as the primary individual responsible for preparing, calculating and auditing Faculty Teaching Assignments to insure compliance with District, Contract and MIS state reporting policy regarding instructional methods, assignments types, accounting methods, teaching arrangements, instructional/non-instructional assignments, release and reassigned time, overload, load bank and Faculty load distribution.
5. Functions as the primary individual responsible for the logistical room-use scheduling for the department assigned by utilizing the District's scheduling software program, including processing specific section and event reservations; running and resolving all error report issues regarding departmental events and room assignments.
6. Adheres to schedules and timelines set by the District related to schedule development and payroll preparation
7. Independently calculates and audits Faculty Office Hour Schedules to meet District and Contract requirements.
8. Prepares and maintains accurate and comprehensive files and records related to the operations of the department including teaching assignments used to determine faculty payroll.
9. Prepares various documents which may require Board approval including contracts, maintenance agreements, travel requests
10. Prepares and maintains records of teaching hours, timesheets, absences, and substitute assignments for full-time and part-time faculty and classified staff. Makes and submits calculations for data entry by the Payroll office.

11. Provides testing expertise for Information Services with regard to quality control, process revisions, reporting and streamlining of the IDS work-flow.
12. Functions as the primary departmental training source for fulltime and part-time faculty, as well as classified and hourly staff, with regard to District and Departmental deadlines, policies and procedures.
13. Prepares and tracks requisitions, purchase orders, reimbursement requests, computer and equipment repairs, building and maintenance repair orders, inventories and instructional supplies according to established procedures. Process budget transfers; act as department liaison with finance department regarding status of accounts and purchase order; uses independent judgment to determine when invoices are paid and when purchase orders are opened/closed. Process and track requests for vans, printing, keys, room use and media equipment, utilizing the District's accounting, scheduling, facilities and media software programs as well as the District website.
14. Initiates, prepares and monitors status of hiring paperwork for part-time faculty, short-term and student employees; initiates recruitment authorization paperwork.
15. Assists the chair in the management of the departmental budget, oversees expenditures including travel requests and maintains fiscal control.
16. Prepares and maintains a variety of reports, confidential records, departmental lists and files related to departmental operations and activities, including multiple budgets and financial records, expenditures and current account balances utilizing the District's accounting software program.
17. Inputs and retrieves computerized data, lists and statistical reports utilizing District software as required by the position.
18. Coordinates communication and activities with other instructional departments, District personnel, students and the public-at-large by telephone and in person; answers questions and resolves issues as appropriate; establishes and maintains positive staff and public relations.
19. Prepares, coordinates, monitors and types confidential full-time and part-time faculty evaluations for departmental review. Completes process with department chair and forward to appropriate department.
20. Composes correspondence using independent judgment on a variety of departmental matters, which may include material of a confidential nature.
21. Plans, schedules and performs a variety of departmental work related to the function to which assigned.
22. May assign and review the work of short-term personnel; may supervise student help; may provide direction to classified employees
23. Participates in District-provided in-service training programs.
24. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
25. Performs other duties, related to the position, as assigned.

EDUCATION: Associates degree from an accredited institution is required.

EXPERIENCE: Two years full-time clerical or administrative experience required.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF: college academic policies and procedures.

ABILITY TO: Interpret and explain rules and policies; possess a familiarity with college curriculum; maintain confidential and comprehensive files and records; prepare and edit reports and other materials; communicate orally and in writing; work independently with little direction; make sound judgments and decisions; perform mathematical calculations rapidly and accurately; train and provide work direction to others – classified and short-term staff; perform technical duties of complex difficulty; and establish and maintain effective working relationships with other staff, students, faculty and the public.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Other IDS; Academic Affairs; Accounts Payable; Administrators – Deans, Vice President; Admissions & Records; Bookstore; Budget Control; Department Chairs; Facilities; Faculty; Help Desk; Human Resources; Information Services; Instructional Media Center; Mailroom; Payroll; Production Printing; Public – in person, by phone; Purchasing; Staff; and Students.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.