

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

CLASS TITLE: CATALOG/SCHEDULE SPECIALIST

SALARY TABLE: 29

SALARY RANGE: 32

BASIC FUNCTION:

Under the direction of an assigned administrator, operate an assigned computer system and desktop publishing software to create, develop, design and modify schedules of classes and college catalogs for the District; input data, develop and maintain related databases, and edit and proofread related information.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Operate an assigned computer system and desktop publishing software to create, develop, design and modify schedules of classes and college catalogs for the District; develop and maintain sections of semester College courses; establish new College courses and modify existing courses as needed.

Input, update and code schedule, catalog and various other information and data in an assigned computer system; create, plan and layout text for schedules of classes and college catalogs; select type style and size, fonts, spacing of letters and text lines; develop and maintain related databases.

Confer with personnel to plan, design, proof and revise materials and determine product output from rough draft, specifications and oral instructions; format, modify and arrange data; proofread and edit work and make adjustments to text as needed.

Code and assign master course file numbers as needed; prepare coversheets for course additions and modifications; identify and resolve attendance coding and various other data issues and discrepancies; resolve classroom scheduling conflicts as needed.

Prepare and distribute schedule and catalog materials to department administrators; coordinate the dissemination of online course information; arrange for the production of schedules and catalogs; distribute schedule of classes files for processing; coordinate related rollovers and downloads.

Create, design and prepare independent study contracts, sections and a variety of other assigned materials for the College.

Communicate with College personnel to exchange information and resolve issues or concerns; contact others to request reports and other documents as needed.

Establish and maintain various records and files related to courses, schedules and assigned activities.

OTHER DUTIES:

December 2020

Ewing Consulting Services

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General practices, procedures and techniques involved in the creation, development, design and modification of schedules and publications.

Page layout and graphic arts design techniques and procedures.

Computers and desktop publishing software used by the College.

Methods of collecting, formatting, arranging and organizing data and information.

Methods and procedures of operating computers and peripheral equipment.

Record retrieval and storage systems.

Data control procedures and data entry operations.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and filing techniques.

ABILITY TO:

Operate an assigned computer system and desktop publishing software to create, develop, design and modify schedules of classes and college catalogs for the College.

Input data, develop and maintain related databases, and edit and proofread related information.

Learn standards and requirements for courses, sections, data, coding and information included in college catalogs and schedules of classes.

Perform calculations to determine correct hours claimable for funding.

Learn, interpret and apply applicable laws, rules, regulations, policies and procedures.

Create, plan and layout text for the schedules of classes and college catalogs.

Type or input data at an acceptable rate of speed.

Select and arrange type style and size, fonts, spacing of letters and text lines.

Confer with personnel to plan, design, proof and revise materials and determine product output.

Plan and organize work.

Meet schedules and deadlines.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level course work and three years increasingly responsible computer and database experience involving text composition and layout work.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Seeing to read a variety of materials and view a computer monitor.