<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>GRADE/SALARY NO.</th>
<th>DEPARTMENT</th>
<th>DURATION</th>
<th>PRIORITY</th>
<th>JOB I.D. NO.</th>
<th>DEPT. CONTACT</th>
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<tbody>
<tr>
<td>Typist Clerk</td>
<td>16/ $520.00</td>
<td>Records</td>
<td>12 Months</td>
<td>7</td>
<td>1</td>
<td>Lisle Bresslin</td>
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<td>Dean Ankeny</td>
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<tr>
<td>Typist Clerk</td>
<td>&quot;</td>
<td>Health Occup.</td>
<td>11 Months</td>
<td>9</td>
<td>6</td>
<td>Shirley Conklin</td>
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<tr>
<td>Typist Clerk</td>
<td>&quot;</td>
<td>Sec.Sup.Serv.</td>
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<td>Typist Clerk</td>
<td>&quot;</td>
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<td>Burt Miller</td>
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<tr>
<td>Typist Clerk</td>
<td>&quot;</td>
<td>Health Services</td>
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<td>Teacher Coord.</td>
<td>11 Months</td>
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<td>12</td>
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<td>Bus. Laboratory</td>
<td>11 Months</td>
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<td>Bookstore Cashier</td>
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<td>12 Months</td>
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<td>* PABX Oper-Recept.</td>
<td>17/ $533.00</td>
<td>Switchboard</td>
<td>12 Months</td>
<td>2</td>
<td>16</td>
<td>Dave Pickering</td>
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<tr>
<td>* Audio-Vis.Trainee</td>
<td>17/ $533.00</td>
<td>Library</td>
<td>11 Months</td>
<td>4</td>
<td>17</td>
<td>Theron Barnes</td>
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<td>* Instruct. Media Ass't.</td>
<td>17/ $533.00</td>
<td>College Infor.</td>
<td>11 Months</td>
<td>7</td>
<td>18</td>
<td>Jim Williams</td>
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<tr>
<td>JOB TITLE</td>
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<tr>
<td>Account Clerk</td>
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<td>12 Months</td>
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<td>Personnel Clerk</td>
<td>23/$618.00</td>
<td>Personnel</td>
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<td>Dan Oroz</td>
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<td>* Lab. Tech. - Audio/Visual</td>
<td>30/$732.00</td>
<td>Health Occup.</td>
<td>10 Months</td>
<td>5</td>
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<td>Shirley Conklin</td>
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<td>* Lab. Tech. - Electronics</td>
<td>30/$732.00</td>
<td>Electronics</td>
<td>10 Months</td>
<td>6</td>
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<td>Maurice Ryan</td>
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<tr>
<td>* Planning Ass't.</td>
<td>21/$589.00</td>
<td>Research &amp; Grants</td>
<td>12 Months</td>
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<td>* Planning Ass't.</td>
<td>21/$589.00</td>
<td>Teacher Coord.</td>
<td>11 Months</td>
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<td>24</td>
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<tr>
<td>* Facilities Planning-Ass't. /Draftsman</td>
<td>27/$682.00</td>
<td>Facilities</td>
<td>12 Months</td>
<td>4</td>
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<tr>
<td>* Theatre &amp; Production Mgr. Ass't.</td>
<td>36/$850.00</td>
<td>Theatre</td>
<td>10 Months</td>
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<td>Pope Freeman</td>
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<td>21/$589.00</td>
<td>E.O.P.</td>
<td>12 Months</td>
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<td>26-A</td>
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<td>Toolkeeper</td>
<td>10/$449.00</td>
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<td>12 Months</td>
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<tr>
<td>Toolkeeper</td>
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<td>12 Months</td>
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<tr>
<td>* Food Services Helper</td>
<td>13/$482.00</td>
<td>Food Services</td>
<td>11 Months</td>
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<td>John Dunn</td>
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<td>* General Maintenance Trainee</td>
<td>19/$560.00</td>
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<td>12 Months</td>
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<td>30</td>
<td>B. Eyre</td>
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<tr>
<td>* General Maintenance Trainee</td>
<td>19/$560.00</td>
<td>Facilities</td>
<td>12 Months</td>
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<tr>
<td>Custodian</td>
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<td>JOB TITLE</td>
<td>GRADE/SALARY NO.</td>
<td>DEPARTMENT</td>
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<tr>
<td>* Warehouseman, Ass't.</td>
<td>16/$520.00</td>
<td>Purchasing</td>
<td>12 Months</td>
<td>6</td>
<td>33</td>
<td>Dean Ankeny</td>
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<tr>
<td>Security Patrol Officer</td>
<td>21/$589.00</td>
<td>Security</td>
<td>12 Months</td>
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<td>34</td>
<td>Don Sorsabal</td>
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<td>* Maintenance Man-Machine Trades</td>
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<td>Cont. Ed.</td>
<td>10 Months</td>
<td>4</td>
<td>35</td>
<td>A. Bailon</td>
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</table>
Job Summary: Under supervision to perform responsible tasks relative to the data check and correction of student information and other documents and deliver to the Data Processing Office; to return any reports, documents and other information to the Admissions and Records Office from Data Processing Office.

Examples of Duties: Performs a variety of tasks relative to checking admission and registration forms; updating roster check (for correct grade reports); updating student programs, changes in majors, addresses, and districts; checking for duplication of classes, labs and lecture enrollments; file updated programs; alphabetize cross-scan sheets.

Qualifications: Education and Experience - Preferably graduation from high school; some clerical experience, particularly with courses in typing and office practices, and at least one to two full years of general clerical and typing experience (Experience in College Records Office preferred).

Knowledge and Abilities - Good clerical attitude and ability to learn and follow procedures accurately; ability to deal with and give accurate information to the public and student's courteously; knowledge of good telephone practices and skills; ability to file, index and type at more words per minute; ability to work cooperatively with faculty and staff.

General Requirements - Good health and physical condition, including evidence of freedom from active tuberculosis and satisfactory results from prescribed physical examinations; freedom from disabling defects that would prevent satisfactory fulfillment of job requirements; satisfactory fingerprinting reports; good citizenship, honesty, sobriety, and industry.
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

POSITION: AUDIO-VISUAL TECHNICIAN
Range 17 - $533

JOB SUMMARY: Under immediate supervision to issue and pickup audio-visual equipment and software; and to do related work as required.

EXAMPLES OF DUTIES: Reviews scheduled request for equipment and software; delivers to classroom and returns to A-V Department all types of equipment and software; operates a variety of audio-visual equipment used for instructional purposes; issues related equipment and software for classroom use; rewinds film; cleans, and inspects equipment; sets up public address systems as needed for campus affairs.

QUALIFICATIONS: Education - Any combination equivalent to graduation from high school.

Knowledge and Abilities - Ability to follow oral and written directions; ability to keep records; ability to handle and move audio-visual equipment weighing up to 65 lbs; ability to establish and maintain effective working relationships.
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Announces an Opening for

INSTRUCTIONAL MEDIA ASSISTANT 17 $533/mo
(AUDIO-VISUAL)
Entry-Level Range
Full-time 12 months

DEFINITION:
Assist various campus instructors with the production and taping of present classroom television needs, off-the-air tapings, and with instructional productions in existing or future on- or off-campus facilities now being used or considered, and assist in the equipment installation and operational aspects of SBCC's future Radio-TV Instruction and Service Center.

EXAMPLES OF DUTIES:
Will work directly with SBCC instructional and classified staff and with students in the on- and off-campus technical and production aspects of open- and closed-circuit television: handle and operate audio and video tape equipment (recording, playback and editing), cameras, and related equipment; maintain such equipment (and, if qualified, repair it); assist with other production aspects; index the "software" involved; move equipment to needed areas; assist those personnel qualified to install, service, maintain and use such equipment now available or scheduled for the college or its Radio-TV Instruction and Service Center; and, in general, lend assistance as needed in the technical and production aspects of the district's present and future television activities, goals or objectives.

QUALIFICATIONS:
Must have an electronics background (education or practical experience) or interest: experience with the use of audio-visual equipment and television cameras and control and support equipment and with video and audio tape recorders and with open- or closed-circuit educational, industrial or commercial broadcasting is preferred. Must be capable of or willing to learn how to use (maintaining, servicing, installing and repairing would be preferred, if possible) such equipment, and must be interested in the technical and production aspects of educational television and radio. The ability to communicate effectively in person and by minimal typing standards and to lift equipment are important.

APPLY:
Classified Personnel, Santa Barbara City College
721 Cliff Drive, Santa Barbara, Calif. 93109
Telephone: 965-0581 (Classified Personnel)

AN AFFIRMATIVE ACTION-EQUAL OPPORTUNITY EMPLOYER
Health Occupations

Skills and Audio-Visual Laboratory

DEFINITION:

Under direction, to be responsible for the security, care, and preparation of supplies and equipment used for instructional purposes. To assist students in the use of audio-visual equipment.

EXAMPLES OF DUTIES:

Keeps ongoing inventory of supplies and equipment in skills laboratory; Sees that all audio-visual equipment is in good repair; Assists students in use of cameras, slide and movie projectors, and video-taping equipment. Maintains security of equipment and laboratory. Orders supplies as needed. Implements and maintains a card file of learning equipment. Implements a sign-out system for supplies and equipment. Maintains a small periodical library. Keeps laboratory and workroom neat and orderly at all times. Maintains and plans a work schedule so that instructional materials are ready for appropriate lab. at appropriate time.

Students using this laboratory are registered nursing students, vocational nursing students, medical assisting students, and community health technician students.

Registered or vocational nurse desirable, but not mandatory. Knowledge in use of audio-visual equipment highly desirable.

QUALIFICATIONS:

Registered or vocational nurse preferred. Experience in use of audio-visual equipment. Good rapport with students. Ability to work in an organized fashion with intermittent supervision. Ability to set up schedules, inventories, card files, etc. Ability to carry out oral and written instructions. Appreciation for and care of expensive equipment. Neat and orderly habits. Good health including satisfactory results from prescribed physical examination. Good citizenship, honesty, loyalty, sobriety, and industriousness. Willingness to work both day and evening hours.

APPLY: Classified Personnel, Santa Barbara City College
721 Cliff Drive, Santa Barbara, California
Telephone: 965-0561 (Classified Personnel)
Definition

Under direction, to be responsible for the custody, care, and preparation of supplies and equipment used for instructional purposes in laboratories; and to do related work as required.

Examples of Duties

Prepares, or supervises students preparing laboratory apparatus, charts, displays, models, solutions, plans the scheduling of work so that instructional materials are ready for appropriate lab at appropriate time; receives, issues, stores, and cares for materials, solutions, sets up and disassembles and repairs or replaces in stock the apparatus and materials used in demonstrations; may construct special equipment or models as needed; maintains inventory records on equipment, supplies, and other materials; initiates and processes requisitions for obtaining a replacement of equipment and supplies; operates and uses a variety of equipment necessary for conduct of work; maintains or supervises the maintenance of stockroom and lab rooms in clean and orderly condition; maintains security of stockroom and labs; supervises the work of student helpers.

Employment Standards

Education and Experience - Equivalent to completion of two years of college in the science field appropriate to assignment and preferably one year of full time paid laboratory experience.

Knowledge and Abilities - Knowledge of laboratory equipment, materials, supplies, and procedures appropriate to assigned area; knowledge of elementary stock control methods; ability to plan and organize workload so that laboratory materials are available and set up at appropriate time; ability to keep records; ability to carry out oral and written instructions; ability to supervise students; ability to establish and maintain effective relationships with students and instructors.

AN AFFIRMATIVE ACTION - EQUAL OPPORTUNITY EMPLOYER
REQUEST FOR TEMPORARY FEDERALLY FUNDED POSITIONS

POSITION: Planning Assistant — Research and Grants

RANGE 21-758

EXAMPLES OF DUTIES: Performs a variety of general office clerical and typing duties; organizes and maintains files of basic research data and reference materials, grant programs and sources, and current grant applications; assists in gathering and analyzing of data on research projects; makes travel arrangements; performs related office work as required.

QUALIFICATIONS: Education and Experience — Any combination equivalent to graduation from high school with courses in typing and office practices. One to two full years experience in general office and clerical work. Mathematics through high school trigonometry desirable.

Knowledge and Abilities — Good clerical aptitude and ability to learn and follow procedures accurately. Able to perform routine calculations using a calculator, and to use library resources. Knowledge of general office procedures, indexing, filing; ability to work cooperatively with faculty and staff; type accurately at least 45 words per minute.

GENERAL REQUIREMENTS: Good health and physical condition including evidence of freedom from active tuberculosis and satisfactory results from prescribed physical examinations; freedom from disabling defects that would prevent satisfactory fulfillment of job requirements; satisfactory fingerprinting reports; good citizenship, honesty, sobriety, and industry.

JUSTIFICATION: There has for some time been a need for a part-time typist-clerk in the Research and Grants Office to handle the production of grants, research reports, and correspondence, and to set up and maintain files on grant sources and research data. The load currently has fallen mainly upon the President's Office secretarial staff which is already burdened with the usual load of that office.

With the additional load of typing for the Accreditation Self-study now under way, it has become even more imperative that some relief be provided. It is proposed that all typing and clerical work for the self-study will be done by this person who will thus serve the ten study committees and the steering committee.

I.D. NO. 23
POSITION:
Under supervision to perform varied and increasingly responsible work involved in the development and review of instructional and financial records; and to do related work as required.

EXAMPLES OF DUTIES:
Performs analyses of computer print-outs with the aid of a calculator; compiles, synthesizes, and correlates varied statistical data, and performs related work as required, such as typing memoranda, letters, and the maintenance of statistical records and files.

QUALIFICATIONS:
Education and Experience. Any combination equivalent to graduation from high school with completion of mathematics through trigonometry.

Knowledge and Abilities. Good numerical aptitude and ability to analyze and interpret statistical information; accuracy with figures; and skill with a calculator; ability to operate typewriter and general office procedures, indexing, filing, and the personality to work cooperatively with faculty and staff.

General Requirements. Good health and physical condition, good citizenship, honesty and integrity, sobriety, and industry.

It is the policy of the Santa Barbara Community College District in the recruitment, selection, and appointment of Classified Employees that "selection shall be without regard to race, color, sex, creed, national origin, ancestry, or age of the applicant."

APPLY:
Classified Personnel
Santa Barbara City College
721 Cliff Drive
Santa Barbara, California
Telephone: 965-0581
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

FACILITIES DEVELOPMENT PLANNING ASSISTANT - DRAFTSMAN

DEFINITION:
Under general administrative direction of the Director, Facilities Development, to do a variety of planning related duties in compiling and recording data for use in Facilities Development planning operation.

EXAMPLES OF DUTIES:
Assist in the compilation of data required for facilities inventory, such as field measurement of existing facilities, small scale drawings, and as-built records; assist in the compilation of data for utilization standards of existing and proposed facilities; assist in the compilation of data on current building systems, including budget information; provide graphics as required for schedules, existing facilities and planning studies.

QUALIFICATIONS:
Education and Experience

Any combination equivalent to three years experience in the architectural field, either by attending an accredited architectural school or employment under the direct supervision of a registered architect.

Knowledge and Abilities

Ability to establish and maintain effective relationships with faculty and staff; general knowledge of planning procedures related to buildings.

General Requirements

Good health and physical condition, including evidence of freedom from active tuberculosis and satisfactory results from prescribed physical examinations; freedom from disabling defects that would prevent satisfactory fulfillment of job requirements; satisfactory fingerprinting reports; good citizenship, honesty, sobriety, and industry.

I.D. NO. 25
ASSISTANT TO THE DIRECTOR OF THEATRE AND PRODUCTION MANAGER - New Position

10 month

Range $36,000

JOB SUMMARY:
To assist the Director of Theatre in the production management of the credit and non-credit theatre programs of S.B.C.C. and to perform specific technical and administrative duties as assigned.

EXAMPLE OF DUTIES:
1. Assists in budget allocation and control for S.B.C.C. production programs.
2. Ensures that the best possible prices are obtained for the purchase of goods and services (e.g. lumber, lighting equipment, costume materials, etc.) used in mounting productions.
3. Performs specific production duties as assigned such as designing, technical directing, costumeing, etc. depending upon qualifications.
4. Performs specific administrative duties as assigned such as publicity and promotion of the production programs and the compiling of a performing arts calendar/mailer for all of the major performances in music, dance, and theatre to be offered to the public in the 1975-76 season by the credit and non-credit division of S.B.C.C.
5. Assists in planning:
   1. The theatre programs contribution to the U.B. bicentennial celebration.
   2. The credit division's transition to a new theatre/music building soon to be under construction.
   3. The preliminary planning for the development of a summer theatre program sponsored by the credit and non-credit divisions of S.B.C.C.
   4. Other projects as assigned.

QUALIFICATIONS: Education and Experience - BA, BFA, or equivalent with an emphasis in theatre arts and some experience in production especially in technical theatre as a costumer designer, technical director or stage carpenter.

EQUIPMENT: No new equipment needed.

SALARY: Approximately Range 36.
**POSITION:**

**FOOD SERVICE ASSISTANT**

**RANGE:**

13

**DEFINITION:**

Under immediate supervision to perform cleanup duties in the food services area, and to do other related work as required.

**EXAMPLE OF DUTIES:**

Cleans pots and pans, sweeps and mops floors, empties and cleans waste receptacles, cleans and clears tables, cleans and polishes metal and glass, assists in moving and arranging and setting up of tables, chairs and equipment for special events.

**EMPLOYMENT STANDARDS:**

Any combination equivalent to completion of tenth grade and some experience in kitchen cleanup work.

**KNOWLEDGE AND ABILITIES:**

Knowledge of methods and means of cleaning kitchen utensils, equipment and keeping cafeteria kitchen and eating areas neat, clean and orderly. Ability to carry out oral instructions and work cooperatively with others.

**GENERAL REQUIREMENTS:**

Good health and physical condition, including evidence of freedom from active tuberculosis and satisfactory results from prescribed physical examinations; freedom from diseased defects that would prevent satisfactory fulfillment of job requirements; satisfactory fingerprinting reports; good citizenship, honesty, sobriety, and industry.
POSITION: GENERAL MAINTENANCE TRAINEE 19
RANGE - $560

JOB SUMMARY: Under immediate supervision to perform general maintenance and repair work on school buildings, grounds and equipment. To assist skilled maintenance personnel; to do painting, patching and repair work; to clean glass, carpets, etc., and to do other related work, as required.

EXAMPLES OF DUTIES: Assists maintenance personnel in the performance of general electrical and mechanical maintenance, performs general maintenance duties such as painting, plaster and concrete patching, window cleaning, carpet cleaning, roof patching, caulking. As skills develop, performs such duties unassisted but under supervision.

QUALIFICATIONS:

Education and Experience - Any combination equivalent to graduation from high school, and experience in the use of common hand tools. Experience in doing repair or maintenance work is desirable but not a requirement.

Knowledge and Abilities - Some degree of knowledge in making routine household repairs; ability to demonstrate mechanical aptitude and manual dexterity; ability to follow directions and be receptive to training; ability to perform heavy manual labor; ability to understand and follow oral and written instructions; ability to work cooperatively with others.

General Requirements - Good health and physical condition, including evidence of freedom from active tuberculosis and satisfactory results from prescribed physical examinations; freedom from disabling defects that would prevent satisfactory fulfillment of job requirements; satisfactory fingerprinting reports; good citizenship, honesty, sobriety, and industry.

I.D.NO. 30
POSITION: GENERAL MAINTENANCE TRAINEE

RANGE: $360.

JOB SUMMARY: Under immediate supervision to perform general maintenance and repair work on school buildings, grounds and equipment. To assist skilled maintenance personnel; to do painting, patching and repair work; to clean glass, carpets, etc., and to do other related work as required.

EXAMPLES OF DUTIES:
Assists maintenance personnel in performance of general electrical, and mechanical maintenance; performs general maintenance duties such as painting, planter and concrete patching, window cleaning, carpet cleaning, roof patching, caulking. As skills develop, performs such duties unassisted but under supervision.

QUALIFICATIONS:
Education and Experience — Any combination equivalent to graduation from high school and experience in the use of common hand tools. Experience in doing repair or maintenance work is desirable but not a requirement.

Knowledge and Abilities — Some degree of knowledge in making routine household repairs; ability to demonstrate mechanical aptitude and manual dexterity; ability to follow directions and be receptive to training; ability to perform heavy manual labor; ability to understand and follow oral and written instructions; ability to work cooperatively with others.

General Requirements — Good health and physical condition, including evidence of freedom from active tuberculosis and satisfactory results from prescribed physical examinations; freedom from disabling defects that would prevent satisfactory fulfillment of job requirements; satisfactory fingerprinting reports; good citizenship, honesty, sobriety, and industry.

I.D. NO. 31
Definition

Under direction, to be responsible for a small storeroom or warehouse; and to do related work as required.

Examples of Duties

Receives, inspects, stores and distributes materials, equipment and supplies; prepares storage space; loads, unloads, counts and stores incoming material; maintains a running inventory and requisitions stores as necessary; keeps total value of inventory within prescribed limits; maintains records and performs clerical duties related to receiving, storing, inventorying and distributing, stock and materials; prepares reports on stock and materials distributed; keeps bins, shelves and storage areas in a neat and orderly condition; may operate warehouse equipment such as a forklift; may be assigned the responsibility for picking up and delivering the mail to the College; as assigned relieve superior or custodial supervisions and related activities; may assist or relieve in an emergency in maintenance functions such as routine plumbing, lighting, etcetera.

Employment Standards

Education and Experience -- Any combination equivalent to graduation from high school or satisfactory completion of the General Educational Development Test and two years of responsible stock clerk or warehouse experience.

Knowledge and Abilities -- Knowledge of the methods and practices used in the receipt, storage, control, and distribution of stock and materials; ability to make simple arithmetic calculations related to amounts and cost of supplies; ability to maintain accurate records; ability to use judgment in maintaining the appropriate stock levels; ability to operate equipment used to move heavy objects; ability to work cooperatively with others.

I.D. No. 33
JOB DESCRIPTION

MAINTENANCE MAN, MACHINE TRADES

RANGE 27 $672.00

Definition

Under supervision to perform maintenance and repair work on machine shop equipment; to assist in more highly skilled maintenance projects; and to do other work as required.

Examples of Duties

Perform maintenance work on a regular basis on a variety of machines common to the machine and welding trades; analyzes maintenance needs and implements an effective maintenance program; performs minor mechanical maintenance and repair on lathes, grinders, drill presses, other related machines and welding equipment.

Employment Standards

Education and Experience - Any combination equivalent to graduation from high school or three years of experience in general maintenance and repair of machines. (Journeyman proficiency is not required)

Knowledge and Abilities - Knowledge of basic operations, tools and terms used in the trades; ability to perform varied tradeswork involved in maintaining equipment; understand and follow oral and written instructions; ability to skillfully use a variety of hand and power tools; and to work cooperatively with others.

It is the policy of the Santa Barbara Community College District in the recruitment, selection, and appointment of Classified Employees that "selection shall be without regard to race, color, creed, national origin, ancestry, sex, or age of the applicant."

I.D. NO. 35
REQUEST FOR TEMPORARY FEDERALLY FUNDED POSITIONS

POSITION: PLANNING ASSISTANT - EOPS
RANGE 21 - 9589

EXAMPLES OF DUTIES:
Performs a variety of general office clerical and typing duties: organizes, plans and maintains files of basic EOPS activities, new grant programs and sources, and current EOPS grant applications; assists in gathering and analyzing of data on evaluation of EOPS project; makes travel arrangements; performs related office work as required.

QUALIFICATIONS:
Education and Experience - Any combination equivalent to graduation from high school with courses in typing and office practices. One to two full years experience in general office and clerical work.

Knowledge and Abilities - Good clerical aptitude and ability to learn and follow procedures accurately. Knowledge of general office procedures, indexing, filing; ability to work cooperatively with faculty and staff; type accurately at least 45 words per minute.

GENERAL REQUIREMENTS:
Good health and physical condition including evidence of freedom from active tuberculosis and satisfactory results from prescribed physical examinations; freedom from disabling defects that would prevent satisfactory fulfillment of job requirements; satisfactory fingerprinting reports; good citizenship, honesty; sobriety, and industry.

JUSTIFICATION:
There has for some time been a need for a part-time typist-clerk in the EOPS Office to handle the planning of basic EOPS activities and development of new needed activities, and to maintain files on other grant sources and evaluation data. The load currently has fallen mainly upon the EOPS part-time clerical staff which is already burdened with the usual load of that office. An additional bilingual/bicultural planning assistant is needed to help the existing EOPS staff in effectively planning new and ongoing EOPS activities, such as an evaluation of the project for improvement of services, orientation, visits, recruitment and career development.