

Operations Planning Specialist, Categorical, Part-time,  
EXTENDED (One or more positions) Adult Education,  
Saddleback College  
South Orange County Community College District

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<b>Job Title</b>	Operations Planning Specialist, Categorical, Part-time, EXTENDED (One or more positions) Adult Education, Saddleback College
<b>Department</b>	Community Education (SC-060-106)
<b>Institution</b>	South Orange County Community College District South Orange County, California
<b>Date Posted</b>	Apr. 16, 2018
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Other Administrative Categories
<b>Academic Field(s)</b>	Education Administration - Undergraduate Education
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**Job Description**

This is a categorical, grant-funded position with employment contingent upon State of California funding from the "Adult Education Block Grant.

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Under general supervision from the Associate Director of Adult Education, support faculty with classroom setup, general maintenance, and day-to-day operational activities to ensure an optimal learning environment. In addition the position provides a variety of support to department operational activities; provides assistance to management in coordinating and executing day to day operational activities; serves as primary administrator of the work order system; administers campus-wide hazardous waste program and coordinates activities; schedules college owned vehicles and



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coordinates additional needs with selected vendor; maintains the Master Calendar for facility use and coordinates set up activities; performs a variety of other duties that require basic knowledge of maintenance activities and the various trades and crafts and contribute to the smooth operations of the department and the timely completion of various projects; provides assistant to the Senior Operations Planning Specialist as needed and may perform administrative, secretarial, and clerical duties in support of assigned areas.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Please see the job description for contact details pertaining to this university job announcement.