

LABORATORY TECHNICIAN - COSMETOLOGY

BASIC FUNCTION

Performs a variety of administrative duties in support of the Cosmetology program; conducts State Board of Cosmetology registrar business for the program; provides information on the school's programs and policies; and monitors and maintains an inventory of office and program supplies and equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for independently performing administrative and laboratory functions in support of the Cosmetology program. Employees at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Performs front desk/reception duties in support of the cosmetology program; makes appointments, provides release forms, and performs related intake processes; takes payments for services provided and keeps client records.
2. Prepares, organizes, and distributes instructional equipment and supplies for classroom instruction as directed.
3. Verifies purchase order accuracy and resolves discrepancies with vendors; researches and provides information on commercial agreements with instructional supply vendors.
4. Conducts all State Board of Cosmetology registrar business such as student enrollment, completions, pre-applications, withdrawals, and related transactions.
5. Provides logistics support to students in the cosmetology program; sets up equipment and supplies and makes certain that all equipment is operating properly; issues and maintains a computerized log of cosmetology lockers to students.
6. Assists instructors in the laboratory; dispenses laboratory supplies and small equipment as required; observes students and ensures that all areas and cosmetology equipment are maintained in a clean condition and that health and safety protocols are followed; performs timekeeping and audit procedures and maintains student timecards for State Board inspections.
7. Coordinates student job placement with beauty salon owners or managers and attendance at career fairs.
8. Maintains inventory and monitors supply utilization; requisitions and receives cosmetology supplies and equipment.
9. Audits student applications, attendance records, census forms, and other documents to ensure they are properly completed; processes student applications for State examinations and remedial courses.
10. Greets and directs visitors; screens and transfers calls and makes appointments to appropriate office; provides information and answers questions from students, staff, and the public regarding the school's programs, policies, and procedures; provides program specific information and orientation sessions to prospective students; receives complaints and serves as a liaison for faculty, staff, students, parents, and the public.

11. Performs a variety of routine office clerical duties including filing, copying, scanning, preparing records, and assisting in ordering and maintaining office and other related supplies; stores all student legal documents for one year, retains State Board required proof of training for five years, and maintains each semester's files.
12. Tracks cosmetology budget expenditures; matches order forms with invoices and records and notes and reports discrepancies; generates spreadsheets and various forms and maintains accurate computerized files and reports.
13. Operates a variety of standard office equipment, including computer hardware and software applications, copiers, printers, scanners, facsimile machines, and multi-line telephones; makes minor repairs and adjustments and arranges for equipment repair when necessary.
14. Participates in District-provided in-service training programs.
15. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Equipment, materials, and supplies, and procedures, practices, techniques, and terminology used in cosmetology.
2. Methods and techniques of auditing and processing student applications.
3. Operational characteristics and proper use of cosmetology equipment and supplies in the laboratory.
4. Operations and programs of a cosmetology program.
5. Modern office business and administrative practices and procedures.
6. General purchasing policies and procedures.
7. Inventory control methods and techniques.
8. Basic business arithmetic and cashiering.
9. Recordkeeping principles and procedures.

Ability to:

1. Provide assistance to students and instructional faculty in cosmetology laboratory operations.
2. Operate cosmetology laboratory equipment.
3. Maintain the laboratory and equipment in a safe and organized manner.
4. Perform standard office clerical administrative support duties.
5. Review and process a variety of student forms and applications and maintain accurate files.
6. Type a diverse range of business documents including letters, reports, and related materials.
7. Make basic and accurate arithmetic computations.
8. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
9. Establish and maintain a variety of filing, recordkeeping, and tracking systems.
10. Understand and carry out oral and written directions.
11. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
12. Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
13. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
14. Communicate effectively in the course of performing work tasks.
15. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
16. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.

17. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

Completion of the twelfth (12th) grade and two (2) years of clerical administrative experience supporting a salon or school of cosmetology; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

Possession of a valid State of California Cosmetology license to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office/laboratory and standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an office/laboratory environment with moderate noise levels, controlled temperature conditions, and frequent direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.