

## **ADMINISTRATIVE COORDINATOR**

### **BASIC FUNCTION**

Performs a diverse range of advanced administrative support duties in an assigned department; alleviates the administrative responsibilities of department executives; coordinates and oversees the day-to-day administrative function of the department; reviews and coordinates reports and documents submitted to the executive for consistency with District policies and procedures; serves as a liaison with other departments and divisions for effective administrative services operations.

### **SUPERVISION RECEIVED AND EXERCISED**

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

### **CLASS CHARACTERISTICS**

This classification in the Administrative Support series is responsible for providing administrative support and coordination in the office of an assigned District executive requiring a significant level of knowledge of the department's services, policies, procedures, and operational details. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Employees in the classification rely on experience and judgment to perform assigned duties; assignments are given with general guidelines. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS**

1. Provides administrative support to a department executive by assisting with duties of an advanced, complex, and sensitive nature; represents the department at meetings as assigned; manages and coordinates multiple calendars, schedules meetings, makes travel arrangements, and handles sensitive materials; acts as a liaison between the department executive and other staff or the public, coordinating resolutions to issues, problems, and complaints as appropriate.
2. Receives and reviews all documents submitted to the department executive for approval to ensure they are complete and accurate, including those which require Board approval; returns items for changes; provides guidance on changes and actions to be taken for executive approval.
3. Assists in the coordination of institutional events, District-wide projects, and workflows, including implementation; participates in developing and implementing department or District-wide policies and procedures.
4. Assists in or administers department projects, processes, and/or programs as assigned by the department executive; provides assistance to department staff in various research and department-related projects; researches and prepares a variety of reports as directed by the department executive.
5. Coordinates and participates in the preparation of the department budget, including gathering and analyzing data related to expenditures and projected charges; monitors budget expenditures and revenues, and prepares monthly reports on same; processes department requisitions and appropriation transfers.
6. Initiates department purchases for office supplies and other items; coordinates facility and equipment maintenance services; authorizes payment of invoices and maintains files and records.
7. Composes, types, edits, and proofreads a variety of complex documents, including forms, memos, reports, organizational charts, program plans, and correspondence from rough draft, verbal instructions, or from other materials.

8. Processes and prepares a variety of documents, materials, and records according to established procedures and practices, including timekeeping documents, programmatic or departmental hire documents, payroll records, and personnel files.
9. Prepares, coordinates, and oversees work schedules for office coverage; may provide work or lead direction to short-term employee(s) and/or work study student(s).
10. Designs and implements complex file, index, tracking, and record keeping systems including confidential personnel and payroll related documents.
11. Participates in District-provided in-service training programs.
12. 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. Office administrative and management practices and procedures.
2. Principles and practices of business documentation composition and development.
3. Principles and practices of budget monitoring and tracking.
4. Methods and techniques of preparing business correspondence and documents.
5. Principles and practices of data collection and report preparation.
6. General policy and administrative procedures.
7. Basic principles and practices of providing technical and functional direction to assigned staff.
8. Applicable federal, state, and local laws, codes, regulations, and policies and procedures relevant to area of assignment.
9. Principles and procedures of financial record keeping and reporting.
10. Generally accepted purchasing rules and regulations.
11. Business arithmetic and mathematical principles.
12. Record keeping principles and procedures.

### **Ability to:**

1. Maintain confidentiality and be discreet in handling and processing confidential information and data.
2. Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, policies, and timelines, as well as administrative and departmental policies and procedures.
3. Oversee and coordinate the administrative functions within an assigned department.
4. Provide varied and responsible administrative work requiring the use of tact and discretion.
5. Participate in the preparation of department budget and prepare monthly status reports on budget expenditures.
6. Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
7. Compose correspondence and reports independently.
8. Make accurate mathematical computations.
9. Provide work direction to assigned staff.
10. Analyze situations and adopt an effective course of action.
11. Establish and maintain a variety of filing, record-keeping, and tracking systems.
12. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
13. Exercise judgment within general policy and procedural guidelines.
14. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
15. Communicate effectively in the course of performing work tasks.
16. Establish, maintain, and foster effective working relationships with those contacted in the course of work.

17. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
18. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

**Education and Experience:**

An associate's degree and five (5) years of increasingly responsible administrative support experience, which includes three years working for an upper-level administrator; or an equivalent combination of education, training, and/or experience.

**Licenses and Certifications:**

None.

**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 and standing in and walking between work areas is occasionally 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 environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.