CLASS TITLE: ADMINISTRATIVE COORDINATOR

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of the Vice President of Instruction, perform a variety of specialized administrative duties to coordinate and support the day-to-day activities of Community Services/Education and Professional Development and Contract Services; act as liaison and maintain collaborative relationships with the local community and government agencies.

REPRESENTATIVE DUTIES:

Coordinate and support the day-to-day activities of Community Services/Education and Professional Development and Contract Services; perform a variety of activities to support the implementation of workshops, classes and training related to assigned area. 

Act as a liaison and maintain collaborative relationships with local businesses, public agencies, and community-based organizations as well as with city, county and state governments to remain connected with the needs of the community and support assigned programs.

Assess community and business needs to implement classes and training in response to assessed needs; market, schedule and integrate programs across College disciplines.

Review and manage the processing of workshop proposals including reporting, budget development and implementation in accordance with established fiscal procedures.

Manage and coordinate workshops, seminars and special events; coordinate registration and collect fees for enrollment; plan and schedule facility and equipment usage; enter courses into appropriate system; develop and report research evaluations on progress and effectiveness of programs.

Manage and support workforce within Community Services Program including faculty, staff, contracted instructors and students; setup and administer meetings with potential instructors; prepare contract agreements and new hire instructor paperwork; process time sheets and paperwork; post and notify workforce any program changes/updates.

Make recommendations on policy and procedures pertinent to workforce preparation.

Respond to questions from students or the public regarding assigned programs and services.

Oversee all complaints directed within the scope of the Community Services Department; relate unresolved issues to the Vice President of Instruction; upon approval, terminate instructor contracts if unresolved problems occur.
Perform a variety of other duties to support program operations including ordering supplies, mailing various correspondences, running budget reports, and processing requisitions.

Operate a computer terminal and standard office equipment to enter data and generate reports; utilize word processing, spreadsheet, database and other software required by the position.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Organization, policies and rules of assigned department or program.
Education and professional development and contract programs and services.
Modern office practices, procedures and equipment.
District organization, operations, policies and objectives.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Applicable sections of State Education Code and other applicable laws.
Interpersonal skills using tact, patience and courtesy.
Public relations techniques.

ABILITY TO:
Coordinate and support the activities of assigned programs.
Work independently with little direction.
Meet schedules and time lines.
Operate a computer terminal and utilize word processing, spreadsheet, database and other software required by the position.
Perform duties with good attention to detail/accuracy.
Handle multiple tasks simultaneously.
Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college courses in related area and four years of increasingly responsible contract/community service experience.
WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is required to perform light lifting; drive or walk to deliver or pick up items on campus; use hands and fingers to operate a computer keyboard or other office equipment; speak and hear to exchange information.