

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: COORDINATOR OF ADMINISTRATIVE SERVICES

BASIC FUNCTION:

Under the direction of an area administrator, and in collaboration with faculty and staff, coordinate the development, production, implementation and administration, internal and external promotion of various programs and activities within the office of Administrative Services; provide complex and responsible administrative support to assist with the administration of various programs and activities of the District; perform research and assist with or direct the efforts of various special projects as assigned; train, lead, or supervise and evaluate the work of assigned clerical personnel.

REPRESENTATIVE DUTIES:

Oversee and coordinate the development, review and production of Administrative Services publications and materials along with portions of other publications including but not limited to the annual report of the Citizens Bond Oversight Committee, agendas, minutes, and scheduling of numerous meetings for administrative staff and college committees. *E*

Assist in the development and maintenance of the Administrative Services websites. *E*

Organize and manage the day-to-day activities of the Administrative Services Office. Organize and coordinate office activities and communications between administrative operations and internal and external constituents to assure efficient, flexible and effective office operations. Provide accountability for the day-to-day operations of the staff to the appropriate administrator. *E*

Perform research and assist with or direct the efforts of various special projects as assigned; communicate with District, County, State or public officials to exchange or gather information; compile, arrange and present information in written and oral form to assist with management decision making; communicate policies and procedures with faculty, administration and staff. *E*

Coordinate the administration of the various programs and activities within the Administrative Services Division; and provide complex and responsible administrative support requiring specialized or extensive knowledge of the assigned area. *E*

Maintain a variety of complex files and records often involving confidential materials; maintain confidentiality of information including information regarding Board, District, personnel, student, collective bargaining or controversial matters, including, but not limited to, sexual harassment and discrimination claims and lawsuits. *E*

Compile information and data for reports and assist in the preparation of statistical and narrative reports; inspect documents, forms, records and other materials for accuracy and completeness; process forms and documents according to established procedures. *E*

Provide complex and responsible administrative support to assist with the administration of various programs and activities of the District; perform duties requiring specialized or extensive knowledge of the assigned area of administration. *E*

Train, assign, lead, or supervise and evaluate the work of assigned clerical personnel; complete or provide input into performance evaluations; participate in selecting student workers as requested; assure completion of clerical assignments in accordance with established timelines and approved procedures. *E*

Respond to phone calls and written correspondence on behalf of the assigned administrator; attend meetings and conferences to represent the administrator and to convey the administrator's perspectives, opinions and findings. *E*

Coordinate communications and activities with other District departments and personnel, students, educational institutions, vendors, outside organizations and the public. *E*

Provide information and answer questions from students, District personnel and the general public regarding District programs, policies, procedures and regulations; relay information, messages and directives from the administrator. *E*

Compose, type and prepare Board actions in accordance with established formats and timelines; compile and organize appropriate background materials. *E*

Operate a computer to enter data, maintain records and generate reports; utilize fax machine, fax and word processing, spreadsheet and other software as required by the position. *E*

Type a variety of regular and confidential reports, correspondence, memoranda and other documents; format, proofread and prepare materials on a computer. *E*

Transcribe lengthy, complex, confidential meetings; operate transcription equipment to transcribe dictation of letters and memoranda and other documents of a confidential nature; prepare agendas, correspondence and memoranda independently or from oral instructions. *E*

Maintain a variety of complex files and records often involving confidential materials; maintain confidentiality of information including information regarding Board, District, personnel, students, collective bargaining or controversial matters. *E*

Compile information and data for reports and assist in the preparation of statistical and narrative reports; inspect documents, forms, records and other materials for accuracy and completeness; process forms and documents according to established procedures. *E*

Prepare agenda items for Division meetings; attend meetings and take and transcribe minutes and distribute to appropriate personnel. *E*

Assist with budget preparation and monitor assigned budgets and capital outlays.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization, policies and procedures of an assigned area of administration.

Specialized or extensive policies, procedures, objectives and requirements of assigned programs and activities.

Principles of supervision and training.

Administrative analysis and report writing techniques.

Budget preparation and monitoring and control methods and procedures.

District organization, operations, policies and objectives.

Automated equipment and advanced operating procedures of word processing and spreadsheet software applications.

Applicable sections of State Education Code and other applicable laws, including the Privacy Act.

Modern office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

ABILITY TO:

Provide complex and responsible administrative support requiring specialized knowledge to coordinate the administration of various programs and activities of Administrative Services.

Perform research related to issues with Administrative Services and assist with or direct the efforts of various special projects.

Train, assign, supervise and evaluate the work of assigned clerical personnel.

Interpret, apply and explain rules, regulations, policies and procedures.

Develop and conduct oral and written presentations.

Compose and produce letters, reports and other correspondence.

Operate a computer terminal to enter data, maintain records and generate reports.

Operate a variety of office equipment.

Transcribe dictation of letters and memoranda, including material of a confidential nature.

Type at 70 words net per minute from clear copy.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.

Meet schedules and timelines.

Work confidentially with discretion.

Analyze situations accurately and adopt an effective course of action.

Make decisions in procedural matters without immediate supervision.

Complete work with many interruptions.

Operate a computer terminal, calculator, copiers and transcription equipment.

Maintain a variety of records including statistical and financial data.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in business, office administration, or related field and five years increasingly responsible related experience.

WORKING CONDITIONS:

Office environment.

Position requires sitting and viewing a computer monitor for extended periods of time, hand and digit dexterity to operate a typewriter and computer keyboard, reaching, bending at the waist, and hearing speaking to communicate and provide information to others.