

PALOMAR COMMUNITY COLLEGE DISTRICT

ADMINISTRATIVE COORDINATOR

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.

DEFINITION

To provide high-level administrative support to a Project/Program Manager; to serve as liaison with project staff and personnel; and to perform a variety of administrative tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Project/Program Manager.

Exercises direct supervision over secretarial and clerical staff.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Serve as office manager for the Project/Program/Department; organizing and managing the daily activities and communications of the office to assure efficient and effective operations; provide information regarding department policies, procedures and protocols.
2. Perform complex and responsible administrative assistance duties requiring specialized and extensive knowledge of the assigned area.
3. Screen telephone calls, establish and maintain confidential files and record keeping systems and sort mail and correspondence; apprise Project/Program Manager of important/relevant matters.
4. Direct, coordinate and review the work plan for assigned secretarial and clerical support services and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Oversee the handling of all travel arrangements and travel document processing for staff; arrange complex and detailed travel plans and itineraries; compile documents for travel-related meetings; follow through on reimbursements for out-of-pocket expenses related to travel.
6. Compile information and data for reports and assist in the preparation of statistical and narrative reports; conduct research as required; process forms and documents according to established procedures; complete special projects and ad hoc reports, as requested.
7. Compose, type and edit a variety of materials such as correspondence, reports, forms, lists, memoranda and other special documents. Receive and transcribe dictation of letters and memoranda; prepare correspondence and memoranda independently or from oral instructions; determine appropriate format and presentation.

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8. Review documents and materials prepared by others for Project/Program Manager's signature to assure consistency with procedural guidelines, format/style, spelling, punctuation and grammar.
9. Schedule and confirm appointments, interviews and meetings and otherwise maintain the Project/Program Manager's calendar.
10. Coordinate logistical arrangements for conference rooms, conference calls, and other meeting events; prepare and assemble all collateral materials.
11. Distribute meeting notices and agenda; attend meetings to transcribe and record minutes, and track agendas, decisions and action items.
12. Prepares procedures manuals for projects staff; coordinates performance evaluations process for projects staff.
13. Operate a computer terminal, microcomputer and peripheral equipment to enter data, maintain records and generate reports; utilize word processing, database and other software as required.
14. Manages budget for office supplies and materials and maintain proper inventory records.
15. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and equipment, including computers and word processing software applications.
English usage, spelling, grammar and punctuation.
Methods and techniques of research, analysis, data collection and report preparation.
Principles and practices of customer service.
Telephone techniques and etiquette.
Oral and written communication skills.
Principles of supervision, training and performance evaluation.
Basic Accounting practices and applications.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Perform complex and responsible administrative support duties.
Establish and revise priorities and policies of clerical work and office activities.
Supervise, direct and coordinate the work of office staff.
Operate a personal computer and perform advanced word processing functions.
Independently prepare clear and concise correspondence, memoranda, and reports.
Type and take dictation at a speed necessary for successful job performance.
Make arrangements for meetings, travel and conferences.
Interpret and apply Federal, State and project policies, laws and regulations.
Maintain confidential and accurate records and files.
Work independently in the absence of supervision.
Prioritize work load and complete projects in a timely manner.
Respond to requests and inquiries from the general public and project staff.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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Experience and Education/Training Guidelines

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

A minimum of three years of increasingly responsible secretarial and/or administrative support experience, including supervision.

Education/Training:

Equivalent to an Bachelor's degree from an accredited college or university with major course work in secretarial science, business administration or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; visual acuity to read printed materials and computer screens.