



Classification Title: Education Center Coordinator

Department:	Multiple	EEO6 Code:	4
Employee Group:	Classified	Salary Grade:	23
Supervision Received From:	An Assigned Administrator or Supervisor	Date of Origin:	9/2016
Supervision Given:	General Supervision	Last Revision:	9/2016

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 by individual positions.

JOB SUMMARY.

Performs routine to complex administrative support and office coordination functions in a District education center; oversees evening instructional programs; assists with student outreach, student assessment, student enrollment, financial aid paperwork and may collect fees; assists in budget development and tracking; independently oversees special projects or administrative processes; provides lead-level guidance to lower-level support staff and may lead student workers.

DISTINGUISHING CHARACTERISTICS.

The Education Center Coordinator is an advanced lead, journey-level class and is distinguished from the Senior Education Center Coordinator in that an incumbent in the latter class has broader budget responsibilities and provides administrative support to an assigned education center administrator.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Coordinates the daily operations of the assigned education center; answers students' questions in person or over the phone; provides information regarding District policies, procedures, programs and services; serves as a liaison between education center students and the District's student services including admissions, assessments, records, financial aid and Career Center; provides recommendations on other available services and community resources; coordinates and follows up on student issues and concerns.
2. Inputs data and prepares and processes purchase requisitions, purchase orders and check requests; verifies the accuracy of receipts and invoices including routing for signature and compiling complex detailed documentation; processes, scans and routes invoices for payment; prepares and processes expense-related forms including petty cash.
3. Calculates budget usage and fund percentages; maintains separate budget and expense tracking programs based on the assigned educational center; runs general budget reports through spreadsheets and financial systems and calculates budgets based on fiscal cycles of the District; processes budgetary adjustments and transfers when warranted.
4. Performs basic research; develops, tracks, analyzes and reports administrative processes, metrics and documents; transmits data and reports; creates and maintains electronic and physical filing systems.

5. Provides administrative and logistical support to instructors including preparing instructor packets and rosters, running grade reports and preparing classrooms; ensures the availability of needed supplies, materials and equipment within available resources; trains instructors on the use of equipment and resolves any technical difficulties in classrooms.
6. Oversees the education center facility; plans room assignments and reassignments; opens and closes facility and classrooms; requests maintenance and repairs; develops emergency plans and ensures security and safety plans and procedures are adhered to; coordinates with the District's Purchasing and Warehouse department to order supplies, equipment and materials; maintains fixed asset tracking and inventory control and oversees disposal of surplus assets.
7. Participates in selecting and leads the work of custodial staff at assigned education center; leads and assigns the work of lower-level employees; ensures completeness, accuracy and conformance with District/departmental standards; provides information, guidance and training on work processes and technical procedures; assists in maintaining a fair and open work environment in accordance with the District's commitment to teamwork, mutual trust and respect.

Marginal Functions:

1. Provides backup for other departments or division office administrative support staff.
2. Performs community outreach; maintains and updates education center website and social media accounts.
3. Contacts the Palomar College Police Department or custodial staff as needed.
4. Assists with special projects.
5. Performs related duties and responsibilities as required.

QUALIFICATIONS.

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

Experience: Four years of increasingly responsible clerical and secretarial experience.

Education/Training: Equivalent to completion of the twelfth grade.

Preferred Qualifications:

1. Clerical and secretarial experience involving frequent public or student contact.
2. Completion of college-level coursework from an accredited college or university.

Knowledge of:

1. Operations, services and activities of an off-site education center within a community college district.
2. Practices and procedures of office coordination.
3. Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
4. Common student needs, issues and concerns applicable to area of assignment.
5. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
6. Functions, rules, policies and procedures applicable to assigned areas of responsibility.
7. Basic research methods and data analysis techniques.

8. General accounting systems and associated systems, practices and procedures for processing accounting information and interpreting input and output data.
9. Modern office practices, procedures and equipment including computers and applicable software programs.
10. Basic practices and procedures of public administration for budgeting, purchasing and record keeping.

Skill in:

1. Assigning and inspecting the work of lower-level staff.
2. Providing information and assistance to students.
3. Making calculations and tabulations and accurately processing and reviewing fiscal and related documents.
4. Organizing, setting priorities and exercising sound independent judgment within area of assigned responsibility.
5. Reaching sound decisions in accordance with policies and procedures applicable to assigned areas of responsibility.
6. Assisting in preparing and monitoring a budget.
7. Communicating clearly and effectively, both orally and in writing.
8. Preparing clear, concise and accurate reports, documents, data entry records, and other written materials.
9. Operating a computer and other standard office equipment and using spreadsheet, word processing and enterprise software.
10. Organizing and maintaining specialized files.
11. Maintaining confidentiality of student files and records.
12. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
13. Exercising tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.
14. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee works under typical office conditions, and the noise level is usually quiet to moderate.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit, stand and walk for prolonged periods and to use hands to repetitively finger, handle and feel computers and standard business equipment.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.