



Classification Title: Senior Education Center Coordinator

Department:	Multiple	EEO6 Code:	4
Employee Group:	Classified	Salary Grade:	26
Supervision Received From:	An Assigned Administrator	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 oversight functions in a large education center and/or for multiple smaller education centers; oversees support for instructional programs; assists in budget development and tracking; independently oversees special projects or administrative processes; provides lead-level guidance to lower-level support staff.

DISTINGUISHING CHARACTERISTICS.

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

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

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

1. Performs, with a significant degree of independence, difficult technical and administrative work in support of educational center programs, functions and processes; using standard office software, composes and/or types memoranda, correspondence, meeting minutes, reports, agreements, contracts, presentations, spreadsheets, forms and other documents, often of a sensitive and confidential nature; proofreads and checks all paperwork requiring the assigned administrator's signature for accuracy, completeness and compliance with District standards, policies and procedures.
2. Acts as a liaison in coordinating education center matters between the assigned administrator's office and District students, faculty, department chairs, staff, administration and the public; acts as a liaison to military bases, high school districts and other entities to develop and implement education center facility agreements and payment arrangements; responds independently to a variety of matters over the phone, in person and online; provides information and handles issues that may require sensitivity and the use of tact and independent judgment.
3. Coordinates the daily operations of the assigned educational center(s); answers students' questions in person or over the phone; provides information regarding District policies, procedures, programs and services; serves as a liaison between students and the District's student services programs including Enrollment Services, Financial Aid, Veterans, and Scholarship Services and the Career Center; provides recommendations on other available services and community resources; coordinates and follows up on student issues and concerns.

4. Inputs data and prepares and processes purchase requisitions, purchase orders and check requests; verifies the accuracy of receipts and invoices including routing for signatures and compiling complex detailed documentation; processes, scans and routes invoices for payment; prepares and processes expense related forms.
5. Develops and monitors assigned educational center budgets; maintains adequate account balances by tracking expenditures, encumbrances and creating budget expenditure forecasts; calculates budget usage and fund percentages; tracks multiple funding sources; runs general budget reports through spreadsheets and financial systems and calculates budgets based on fiscal cycles of the District and funding sources; researches and corrects discrepancies; processes budgetary adjustments and transfers when warranted.
6. Provides administrative and logistical support to instructors, including preparing instructor packets and rosters and preparing the classroom; 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.
7. Oversees the use and maintenance of assigned educational center facilities; 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.
8. Schedules appointments and makes meeting and event arrangements; assists with setup and cleanup for various meetings and events; contacts vendors for food orders, supplies and audio-visual equipment; handles other meeting logistics.
9. Leads and assists in assigning work to 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 the assigned 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: Five 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 offsite education center within a community college district.

2. Office oversight practices and procedures.
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 recordkeeping.

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 entries 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.