



Classification Title: Camp Pendleton Site Coordinator

Department:	Camp Pendleton Center	EEO6 Code:	4
Employee Group:	Classified	Salary Grade:	25
Supervision Received From:	An Assigned Administrator or Supervisor	Date of Origin:	3/2017
Supervision Given:	General Supervision	Last Revision:	3/2017

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 functions in Palomar College's Camp Pendleton Center; coordinates and supports instructional programs; coordinates student services and outreach; assists in budget development and tracking for assigned District education centers; independently coordinates special projects; provides lead-level guidance to lower-level support staff and may lead student workers.

DISTINGUISHING CHARACTERISTICS.

The Camp Pendleton Site Coordinator is a single-incumbent, advanced journey-level class that is distinguished from the Education Center Coordinator class by its provision of complex and specialized administrative support for operations at the Camp Pendleton Center.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

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

1. Performs difficult technical and administrative activities with a significant degree of independence in support of education site programs, functions and processes; using standard to advanced 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 materials requiring the supervisor's signature for accuracy, completeness and compliance with District standards, policies and procedures.
2. Serves as a liaison in coordinating education center matters between the Camp Pendleton Center and District administration, faculty, department chairs, students, staff and the public; acts as a liaison to military bases, high school districts and other entities to develop and implement education site 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 Camp Pendleton Center; answers student questions in person or over the phone; provides information regarding District policies, procedures, programs and services; serves as a liaison between the center's students and Student Services programs including Enrollment Services, Financial Aid, Veterans Services, Counseling, Career Services, cashiering and active duty benefits such as tuition assistance and MyCAA (My Career Advancement Account); implements departmental tasks as they pertain to specific Camp Pendleton programs; provides recommendations on other available services and community resources; coordinates and follows up on student issues and concerns.

4. Develops and monitors assigned education site budgets; maintains adequate account balances by tracking expenditures, encumbrances and creating budget expenditure forecasts; calculates budget usage and fund percentages; tracks funding sources; runs general budget reports through spreadsheet 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; produces reports including military base access, outreach and Student Success and Equity.
5. Provides administrative and logistical support to instructors including preparation of instructor packets; prepares rosters, classrooms and surveys; ensures the availability of needed supplies, materials and equipment; trains instructors on the use of equipment and resolves any technical difficulties in classrooms; provides liaison between faculty and military units; conducts orientations for new and returning faculty.
6. 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.
7. Oversees use and maintenance of center facilities; plans room assignments; opens and closes facility and classrooms; requests maintenance and repairs; develops emergency plans and ensures security and safety procedures are followed.
8. Works with the District's Public Information Office and Business Support Services and District staff to research, develop, design and direct the publication of District marketing and informational materials for internal and external communications including brochures, flyers, newsletters, forms, maps, directories and advertisements as they pertain to the Camp Pendleton Center; coordinates related activities with applicable District personnel.
9. Implements outreach strategies to increase the number of students who enroll in Palomar College; attends college fairs, basic events and targeted military outreach opportunities.
10. Schedules appointments and makes meeting and event arrangements; assists with setup and cleanup for various meetings and events; contacts vendors for food orders and supplies; handles other meeting logistics.
11. Leads and assists in assigning work to lower-level employees; participates in ensuring completeness, accuracy and conformance with District standards; provides information, guidance and training on work processes and technical procedures; assists in ensuring a fair and open work environment in accordance with the District's commitment to teamwork, mutual trust and respect.

Marginal Functions:

1. Participates on committees and task forces.
2. Assists on special projects.
3. 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 military education sites and community colleges.
2. Practices and procedures of office coordination.
3. Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
4. Common needs, issues and concerns applicable to students, including those at a military education site.
5. Principles and practices of sound business communication.
6. Correct English usage, including spelling, grammar and punctuation.
7. Functions, rules, policies and procedures applicable to assigned areas of responsibility.
8. Basic research methods and data analysis techniques.
9. General accounting systems and associated systems, practices and procedures for processing accounting information and interpreting data.
10. Modern office practices, procedures and equipment including computers and applicable software programs.
11. 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 faculty and 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 assigned areas of responsibility.
5. Reaching sound decisions in accordance with established policies and procedures.
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.