PALOMAR COLLEGE

Classification Title: Program Administrative Coordinator

Department:	Multiple	**EEO6 Code:**	5
Employee Group:	Confidential and Supervisory Team (CAST)	**Salary Grade:**	44
Supervision Received From:	An Assigned Administrator or Supervisor	**Date of Origin:**	5/2019
Supervision Given:	Assigned Classified, Hourly and Volunteer Employees	**Last Revision:**	3/2023

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <u>not</u> intended to reflect all duties performed within the job.

JOB SUMMARY.

Responsible for performing administrative and supervisory activities related to planning, implementing, and coordinating program activities, for an assigned program or area within the assigned division, overseeing the day-to-day operations and serving as an office manager by monitoring workflow and product as well as supervising assigned employees.

DISTINGUISHING CHARACTERISTICS.

The Program Administrative Coordinator is distinguished from other supervisory classifications by its responsibility for oversight of an assigned program or area within an assigned division and supervision of assigned staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS. Essential responsibilities and duties may include, but are not limited to, the following:

1. Supervises, oversees, organizes, and coordinates the day-to-day activities and communications of the assigned program or area to ensure efficient and effective office operations, including the investigation, troubleshooting, and resolution of a variety of internal and external issues.

2. Performs full supervisory activities, subject to management concurrence and in accordance with applicable District policies, which includes selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.

3. Receives, researches, and coordinates the identification and resolution of problems, issues, and/or concerns for the assigned program(s).

4. Performs complex and technical responsible administrative assistance for the program or area requiring specialized and extensive knowledge of the assigned program or area; compiles information and data and assists in the preparation of statistical and narrative reports; verifies data for accuracy, completeness, and compliance with established procedures; conducts research as required; processes forms and documents according to established procedures; completes special projects and ad hoc reports as requested.

5. Processes a variety of forms and/or paperwork, including requisitions, vendor or service contracts, reimbursements, blanket purchase agreements, Cal Card purchases, and/or purchase orders; monitors, tracks, verifies, and reconciles purchases and invoices for payment.

6. Coordinates communication and activities with other District departments and personnel, students, outside educational institutions, outside training centers, vendors, and organizations; and the public; obtains, provides information, and assists in resolving disagreements, questions, and issues as appropriate.

7. Maintains assigned program records in online databases.

8. Composes, types, and edits a variety of material such as correspondence, reports, Governing Board resolutions, applications, lists, requisitions, memoranda, and other documents; researches and processes documents for staff and faculty; assembles data and information for special projects as assigned; formats, proofreads, and prepares materials.

9. Maintains calendar of program opportunities, training sessions, and events.

10. Maintains and organizes a variety of records, logs, and files including information of a confidential nature; maintains confidentiality of information related to District, personnel, or controversial matters.

11. Maintains program webpages, including structure, pages, and linkages, and incorporates new ideas and technologies into the pages as appropriate; ensures webpages are current by checking linkages for accuracy, updating databases, and correcting errors.

12. Completes requisitions and assists with the ordering, issuance, and maintenance of department supplies, forms, and equipment inventories.

13. Participates in the preparation and maintenance of assigned budgets; monitors budget expenditures; notifies appropriate individuals of unusual expenditures or discrepancies.

14. Publicizes, promotes, and markets assigned program and related opportunities by using a broad range of methods and tools and maintaining a consistent presence.

15. Collaborates and coordinates with other program efforts both on campus and District-wide such as training in a variety of areas; in conjunction with staff in applicable areas, ensures required trainings are completed by employees and that participation thresholds are met.

16. Coordinates and organizes special assignments with other departments and divisions and events; prepares and implements timelines and procedures; oversees logistical requirements associated with program events and activities including schedules, staffing, publicity, rooms, supplies, and equipment.

When assigned to the Professional Development program:

1. Develops training content and materials; occasionally presents Professional Development workshops for employees to groups of varying sizes on a variety of topics.

Marginal Functions:

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.

2. Performs related duties and responsibilities as required.

QUALIFICATIONS:

Knowledge of:

1. Assigned department or program organization, policies, procedures, and rules.
2. Basic budgeting principles and practices.
3. Modern office practices, procedures and equipment.
4. English usage, grammar, spelling, punctuation, and vocabulary.
5. Research, analysis, data collection, and report preparation techniques.
6. District organization, operations, policies, and objectives.
7. Policies and objectives of assigned organization or program and activities.
8. Basic accounting principles and practices.
9. Applicable federal, state, and local codes, laws, and regulations.
10. Customer service principles, including the use of tact, patience, and courtesy.
11. Public relations principles and practices.
12. Development and maintenance of basic websites and associated software.

13. Principles of employee training and monitoring, including preparing presentation materials.

Skill in:

1. Serving as a lead to or supervising other employees.
2. Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
3. Making decisions in procedural matters without immediate supervision.
4. Preparing and tracking budgets.
5. Preparing training materials and presentations, and giving trainings.
6. Public speaking before groups of varying sizes.
7. Events management and outreach programs.
8. Developing and maintaining websites.
9. Communicating effectively, in both oral and written English.
10. Organizing, coordinating, and overseeing activities relevant to a specific program.
11. Planning and organizing work to meet schedules and deadlines.
12. Processing, monitoring, tracking, verifying, and reconciling a variety of paperwork.
13. Coordinating the resolution of problems and/or issues.
14. Independently preparing clear and concise correspondence, memoranda, and reports.
15. Maintaining confidentiality and exercising discretion.
16. Handling multiple priorities simultaneously.
17. Operating a variety of office equipment such a personal computer, scanner, printer, and photocopier.
18. Responding to requests and inquiries from internal and external contacts.
19. Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.
20. Maintaining records and generating reports.
21. Arranging for and managing meetings, conferences, and events.
22. Maintaining a variety of files, records, and logs including financial and statistical data.
23. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physical or mental disability, gender, gender expression, gender identity, medical condition, nationality, race, sex, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

Experience and Education/Training Guidelines:

Any combination of experience, education 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:

Three years of experience as an office manager or program coordinator including administrative support duties, and one year of lead or supervisory experience.

Education/Training:

An Associate's degree from an accredited college or university in business administration or a related field.

Preferred Qualifications:

1. Experience providing administrative support and operations oversight in an educational setting.

Preferred Qualifications for Professional Development Assignment:

1. Experience providing administrative support and operations oversight for an employee-focused professional development program.

WORKING CONDITIONS:

Environmental Conditions:

Office environment: exposure to computer screens, extensive contact with staff and outside vendors, may travel to District other locations.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard; extensive verbal and electronic communication with systems users; moderate or light lifting.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding. Positions assigned to the Incarcerated/Formerly Incarcerated Transitions Program require security clearance from the San Diego County Sheriff's Department.