



Classification Title: Disability Resource Center Administrative Coordinator

Department:	Disability Resource Center	EEO6 Code:	4
Employee Group:	Classified	Salary Grade:	27
Supervision Received From:	Director, Disability Resources	Date of Origin:	10/2021
Supervision Given:	General Supervision	Last Revision:	10/2021

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 a variety of highly complex, sensitive, and confidential administrative duties independently and in compliance with applicable federal, state, and local disability regulations to support the Disability Resource Center, its students, and the Director, Disability Resources.

DISTINGUISHING CHARACTERISTICS.

The Disability Resource Center Administrative Specialist is distinguished from other administrative support classes by its responsibility for providing specialized and independent administrative support to the Director, Disability Resources and the Disability Resource Center (DRC) department.

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 DRC programs, functions and processes; using standard office software, composes and/or types memoranda, correspondence, reports, agreements, contracts, spreadsheets, forms and other documents, often of a sensitive and confidential nature; proofreads and checks all paperwork requiring the Director’s signature for accuracy, completeness and compliance with District standards, policies and procedures.
2. Serves as the primary liaison between the DRC and outside individuals, District departments, and external agencies; coordinates department matters with other department employees, students and the public; responds independently to a variety of complex matters over the phone, in person and online; provides information and handles issues that may require sensitivity and use of tact and independent judgment, including student emergencies; deescalates potentially volatile situations, contacting the Palomar College Police Department researches requests and refers matters to appropriate department employees and/or takes or recommends action to fulfill requests; interprets and applies regulations, policies and procedures as appropriate, including relevant disability laws and regulations.
3. Evaluates, compiles, maintains, inputs and proofs data for class schedules for upcoming semesters and instructional periods using the District’s enterprise software; integrates multiple factors including curriculum changes and updates following established procedures, expected enrollments, availability of full- and part-time faculty, classroom space, available budgets, class times of course offerings, lecture/lab requirements, availability of prerequisites, variable units

and other course configuration variables to draft schedules for review; identifies time and availability of rooms within the department's ownership and in other campus locations, schedules room use and resolves scheduling conflicts and problems; develops and maintains room charts for scheduled classes; after initial input, prepares written requests for schedule changes when necessary.

4. Assists the Director, Disability Resources in developing and monitoring department and categorical budgets; creates budget expenditure forecasts; prepares and updates spreadsheets to maintain and reconcile account balances and to track and monitor expenditures throughout the year; prepares and processes purchase requisitions, purchase orders, and check requests; researches and corrects discrepancies; coordinates travel approval, waivers and expense processing; prepares expense reports and projections; reconciles credit card statements and expense reports; processes budgetary adjustments and transfers when warranted.
5. Gathers, inputs, and maintains data relevant to the DRC, including sensitive student records, in compliance with relevant disability laws and regulations; generates reports in electronic disability records database for student disability services and accommodations to ensure accuracy, completeness and compliance; conducts research; develops periodic statistical reports based on data collected including program and service utilization, DRC counselor appointments, disability categories, and a variety of other data needed to support DRC operations; reviews student disability verification and submits appropriate documents to external institutions and other student support services for eligibility purposes.
6. Prepares employment contracts for part-time faculty payroll; calculates part-time faculty office hours and obtains signatures for load contracts; notifies Payroll Services of changes to contract hours; monitors part-time faculty hours for compliance with contracts; provides part-time faculty contract hours to the Professional Development office as requested.
7. Coordinates, prepares, and maintains contracts, including annual maintenance agreements, software, databases, and third-party contracts.
8. Provides administrative support in the hiring of new faculty, staff, and hourly employees to the DRC; processes required documentation and submits to Human Resource Services for review and action; orients new hires to the DRC's programs and services; trains hourly employees.

Marginal Functions:

1. Performs related duties and responsibilities as required.

QUALIFICATIONS.

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: Five years of increasingly responsible administrative support experience.

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

Preferred Qualifications: One year of experience providing support to persons with disabilities.

Knowledge Of:

1. Office coordination and administration practices and procedures.
2. Principles and practices of sound business communication; correct English usage, including spelling, grammar and

punctuation.

3. Rules, policies, procedures and operating practices applicable to class scheduling, calculating faculty loads and contracts, facilities scheduling and related functions.
4. Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
5. Functions, rules, policies and procedures applicable to assigned areas of responsibility.
6. Research methods and data analysis techniques.
7. Provisions of the Americans with Disabilities Act, the California Education Code, and other laws and regulations relevant to assigned area of responsibility.
8. Federal, state and local laws, regulations and court decisions governing area of assignment, including the Americans with Disabilities Act, the California Education Code, and relevant sections of the California Code of Regulations.
9. General accounting systems and associated systems, practices and procedures for processing accounting information and interpreting input and output data.
10. Advanced uses of standard business applications including word processing, spreadsheet and database software and other specialized software applications.
11. Practices and procedures of public administration for budgeting, purchasing and recordkeeping.

Skill In:

1. Organizing, setting priorities, and exercising sound independent judgment within area of assigned responsibility.
2. Communicating information accurately and effectively; comprehending requests for information or assistance; maintaining a courteous and tactful manner when under pressure or in an antagonistic situation.
3. Defining issues, analyzing problems, evaluating alternatives and developing sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
4. Preparing, administering and monitoring a department or program budget and anticipating future budgetary needs.
5. Compiling and maintaining accurate class schedules and room charts for an academic department, utilizing and integrating information provided by others, with direction and guidance on the more complex scheduling situations.
6. Communicating clearly and effectively, both orally and in writing.
7. Preparing clear, concise and accurate reports, documents, data entries, and other written materials.
8. Performing research and compiling a variety of complex administrative and statistical reports.
9. Operating a computer, enterprise software, spreadsheet and word processing software and other standard office equipment.
10. Maintaining confidentiality of student and other files and records.
11. 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.
12. Exercising tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.
13. 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 for prolonged periods; near visual acuity for reading computer screens, reports and schedules; repetitive use of hands for extensive use of keyboards.

TERMS OF EMPLOYMENT.

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