



Classification Title: Professional Development and Institutional Meeting Coordinator

Department:	Instruction Office	EEO6 Code:	5
Employee Group:	Confidential and Supervisory Team (CAST)	Salary Grade:	48
Supervision Received From:	An Assigned Administrator or Supervisor	Date of Origin:	5/2019
Supervision Given:	Assigned Classified, Hourly and Volunteer Employees	Last Revision:	10/2026

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.

Plans, coordinates, and administers Professional Development (PD) activities and related program operations; provides administrative and supervisory support for assigned program functions; serves as a resource for PD programs, training activities, and related operations; provides District-wide meeting support services, including coordination of institutional meetings, forums, All-College Day sessions, retreats, and other assigned gatherings requiring logistical, procedural, technology, and follow-up support.

DISTINGUISHING CHARACTERISTICS.

The Professional Development and Meeting Support Coordinator is distinguished from other supervisory classifications by its responsibility for the coordination and administration of the Professional Development program and activities and for providing District-wide institutional meeting support. The incumbent serves as a resource for meeting procedures, logistical coordination, technology support, and meeting follow-up activities and coordinates assigned functions involving multiple departments, administrators, and stakeholder groups.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

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

1. Supervises, plans, coordinates, and oversees the day-to-day operations and activities of the PD program; coordinates program communications and activities; identifies, researches, investigates, and resolves operational issues and concerns to ensure efficient and effective program operations.
2. Performs full supervisory activities in accordance with relevant District policies, procedures, and applicable employee contracts/handbooks, 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 reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
3. Performs and coordinates complex administrative functions for assigned programs and areas of responsibility; compiles, researches, analyzes, and verifies information and data; prepares and maintains statistical and narrative reports, forms, records, databases and other documentation; ensures materials are accurate, complete, and in accordance with established policies and procedures; conducts research and completes special projects and reports as assigned.

4. Processes and coordinates procurement and financial documents, including requisitions, vendor and service contracts, reimbursements, blanket purchase agreements, Cal Card purchases, and purchase orders; monitors, tracks, verifies, and reconciles purchases and invoices for payment; coordinates the ordering, issuance, maintenance, and inventory of program supplies, forms, and equipment in accordance with established policies and procedures.
5. Serves as a liaison and coordinates communications and activities with District departments and personnel, students, educational institutions, training providers, vendors, organizations, and the public; provides information and assistance regarding assigned programs and activities; responds to inquiries and coordinates the resolution of questions, concerns, and issues as appropriate.
6. Prepares, edits, formats, proofreads, and coordinates a variety of correspondence, reports, Governing Board resolutions, applications, requisitions, memoranda, presentations, and other documents and materials; researches and compiles information for staff, faculty, special projects, and assigned program activities; ensures documents and materials are accurate, complete, and appropriately prepared for distribution or use.
7. Maintains and updates assigned program webpages and related online content; reviews and updates webpage structure, content, links, and resources to ensure information is accurate, current, accessible, and appropriately presented; identifies and corrects errors and incorporates appropriate technologies and improvements to support effective communication and access to program information.
8. Assists in the preparation and maintenance of assigned program budgets; monitors and tracks budget expenditures, commitments, and balances; reviews expenditures for accuracy and compliance with established budget allocations and District policies and procedures; identifies and reports discrepancies, unusual expenditures, and budgetary concerns to appropriate administrators.
9. Develops and implements communication, outreach, and promotional strategies to publicize PD programs, training opportunities, events, and related activities; prepares and distributes program communications and informational materials using appropriate communication channels and methods.
10. Coordinates PD and employee training activities with departments and programs throughout the District; collaborates with applicable staff to identify training needs, coordinate required and developmental training opportunities, and ensure required training is completed and participation requirements are met; maintains appropriate training schedules, records, and tracking information.
11. Plans, coordinates, and oversees Professional Development programs, events, special assignments, and related activities in collaboration with District departments and divisions; develops and implements timelines, procedures, and logistical plans; coordinates schedules, staffing, publicity, facilities, rooms, supplies, equipment, and other resources necessary for successful program activities and events.
12. Develops, coordinates, and delivers Professional Development workshops and training for District employees; develops training content, presentations, instructional materials, and resources for a variety of topics and audiences; facilitates in-person, virtual, and hybrid training sessions for groups of varying sizes.
13. Plans, coordinates, and provides logistical and technical support for District-wide meetings, forums, retreats, All-College Day sessions, and other institutional gatherings; coordinates meeting schedules, room arrangements, technology resources, virtual and hybrid meeting platforms, presentation materials, participant communications, and other logistical requirements in collaboration with administrators, departments, and stakeholder groups; troubleshoots logistical and technology-related issues before and during meetings.
14. Serves as a resource to administrators, departments, and stakeholder groups regarding meeting procedures, parliamentary practices, and applicable meeting protocols; provides procedural guidance to support the orderly and effective conduct of District-wide meetings and institutional gatherings.
15. Coordinates meeting agendas, agenda flow, voting procedures, action-item tracking, and follow-up activities for District-wide meetings and institutional initiatives; maintains records and tracking systems for decisions, assignments, action items, and implementation activities; communicates follow-up requirements to responsible individuals and departments and monitors progress toward completion.

Marginal Functions:

1. Participates in/on a variety of committees, task forces, boards, workshops, meetings, and/or other related groups in order to receive and/or convey information.
2. Maintains and updates information on the program/department website and social media accounts in accordance with District standards.
3. 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: Three years of experience coordinating professional development, employee training, educational programs, administrative operations, meetings, events, and/or related programs and activities, 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: Experience coordinating professional development, employee training, institutional meetings, events, and/or related programs in an educational setting.

License and/or Certificate: Possession of a valid California driver's license.

Knowledge of:

1. Organization, operations, policies, procedures, and objectives of assigned programs and the District.
2. Principles and practices of budget preparation, administration, monitoring, and maintenance.
3. Modern office practices, procedures, equipment, and technology, including computers and applicable software programs.
4. Principles and practices of sound business communications, including correct English usage, spelling, grammar, punctuation, and vocabulary.
5. Research methods and techniques; data collection, analysis, organization, and report preparation.
6. Customer service principles and practices, including the use of tact, patience, and courtesy.
7. Public relations, marketing, outreach, and communication principles, practices, and techniques.
8. Basic accounting principles and practices applicable to assigned programs and functions.
9. Applicable federal, state, and local laws, codes, rules, and regulations relevant to assigned programs and activities.
10. Development, maintenance, and administration of program webpages, online content, and related software.
11. Principles and practices of employee professional development and training, including training needs, content development, presentation methods, and evaluation.
12. Parliamentary procedures, Robert's Rules of Order, meeting facilitation practices, and protocols applicable to institutional meetings.
13. Virtual, hybrid, and in-person meeting technologies and principles and practices of institutional meeting support and coordination.

Skill in:

1. Supervising, training, evaluating, and directing the work of others.
2. Planning, coordinating, and overseeing Professional Development programs, training activities, meetings, events, and related activities.
3. Developing and implementing goals, objectives, policies, procedures, work standards, and administrative processes.
4. Interpreting, applying, explaining, and communicating policies, procedures, rules, regulations, and applicable laws.
5. Analyzing complex operational and administrative problems, evaluating alternatives, and implementing or recommending effective courses of action.
6. Organizing work, establishing priorities, and meeting schedules and deadlines while managing multiple priorities simultaneously.
7. Developing, administering, monitoring, and maintaining program budgets and tracking expenditures.
8. Preparing, analyzing, and maintaining accurate and complete records, reports, correspondence, presentations, and other documentation.
9. Researching, compiling, organizing, analyzing, and interpreting data and information from a variety of sources.
10. Preparing and delivering effective training, presentations, and public speaking engagements to groups of varying sizes.
11. Planning, coordinating, and managing meetings, conferences, events, and related logistical activities.
12. Supporting and facilitating large-scale meetings involving multiple departments, administrators, and stakeholder groups.
13. Applying parliamentary procedures, meeting protocols, agenda processes, voting procedures, and meeting follow-up practices.
14. Coordinating and troubleshooting virtual, hybrid, and in-person meeting technologies and presentation resources.
15. Developing and maintaining program webpages, online content, and related resources.
16. Communicating clearly and effectively, both orally and in writing, and establishing and maintaining effective working relationships with those contacted in the course of work.
17. Maintaining confidentiality and exercising tact, diplomacy, discretion, and sound judgment in dealing with sensitive, complex, confidential, and difficult issues and situations.
18. Providing timely and responsive customer service, responding to requests and inquiries, and coordinating the resolution of questions, concerns, and complaints.
19. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, medical condition, gender, gender expression, gender identity, sex, sexual orientation, nationality, race and ethnic backgrounds of community college students, faculty, and staff.

WORKING CONDITIONS.

Environmental Conditions: Office environment: exposure to computer screens, extensive contact with staff and outside vendors.

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. Position may require travel to District and other locations.

TERMS OF EMPLOYMENT.

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