



## Administrative Coordinator

Classified Range: 45

Board Approved: 11/18/21 P. 1|5

*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 within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Performs a variety of highly responsible, complex, and sensitive administrative and secretarial duties in support of the assigned executive administrator (e.g. Vice Chancellor, Associate Vice Chancellor, Executive Director, Chief of Police, and Vice President). Provides oversight and coordinates assignments for assigned staff.

### **Distinguishing Characteristics**

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The Administrative Coordinator classification is distinguished from the Administrative Assistant III by the performance of the full range of highly responsible, complex, and sensitive administrative duties in support of an executive level administrator with a broad level of responsibility for major, complex programs and functions with substantial District-wide impact. The Administrative Coordinator performs the most difficult and responsible types of duties assigned to classes within this series including the provision of lead support for assigned staff. Incumbents are required to be self-directed and to relieve the administrator of routine administrative duties.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Participates and assists in the administration of the office, relieving the administrator of a variety of technical and administrative duties; serves frequently as a liaison between the administrator and the public, students, staff, and other campus/District officials; promotes and maintains positive staff, student, and community relations; handles matters of a difficult and sensitive nature.
2. Plans and organizes office support functions for the assigned office; coordinates, oversees, and evaluates the flow of office work and assures that work is performed in a timely and accurate manner; recommends and implements improvements in work flow, and procedures.
3. Reviews, updates, and informs the assigned administrator and others of essential timelines; discusses and reviews calendar of events on a regular basis with the assigned administrator to ensure timely coordination of office activities and status of assigned projects; develops schedules related to activities and services for assigned area.
4. Coordinates and assists the administrator in meeting various reporting requirements, operational responsibilities, research objectives, organizing programs, functions, and activities mandated by the District or College.
5. Assists in developing procedures to expedite transmittal of information or facilitate implementation of policies and programs; develops standardized computer formats for reports and publications; establishes new and revised office procedures as appropriate.
6. Develops and maintains assigned calendars, schedules, and appointments; coordinates, schedules, and arranges for meetings, trainings, and inspections; coordinates activities with other divisions and



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departments; coordinates travel arrangements for assigned staff; processes conference reimbursement and other requests.

7. Assists with preparation of bid documents and proposals; prepares and monitors necessary permits in contracts; ensures contractual terms are in compliance with District policies.
8. Participates in the orientation of new employees when assigned.
9. Collects, researches, compiles, analyzes, verifies, summarizes, records, and evaluates information; prepares and distributes narrative, statistical, and financial data and provides recommendations; completes reports; verifies and reviews forms and reports for completeness and conformance with established regulations and procedures.
10. Plans, coordinates, implements, and evaluates complex projects, including accounting related projects; gathers information and creates complex spreadsheets and reports; uses independent judgment to develop and provide recommendations, suggestions, or information as appropriate.
11. Responds to sensitive questions, complaints, and requests for information; communicates information in person or via email, or by telephone where independent judgment, knowledge, and interpretation of policies and procedures are necessary.
12. Oversees the preparation of Board agenda items and supporting documents; ensures Board agenda items are forwarded within District timelines and legal requirements and guidelines; assures the appropriate administrator receives timely notification of Board requests for information or action; assures that the Board receives information and notification of action taken as requested; researches and resolves discrepancies as necessary.
13. Coordinates the preparation, development, and administration of program budget(s); prepares cost estimates for budget recommendations; submits justifications for budget items; allocates funds to proper budget codes; monitors and tracks expenditures; provides regular budget reports for control of expenditures; resolves budget issues and problems; assists with deposits; processes budget/expense transfers; recommends budget revisions.
14. Recommends expenditures for equipment, materials, and supplies; initiates contact with vendors for various products and services and assures their timely ordering, receipt, and storage; schedules maintenance and repairs as needed; posts, monitors, and tracks invoices and other expenditures.
15. Provides support to assigned administrator for standing and ad hoc committees and other groups as assigned; attends meetings and takes notes or records proceedings; prepares and distributes agendas, background materials, and minutes as appropriate.
16. Prepares and maintains a variety of sensitive and confidential materials, transcriptions, correspondence, memoranda, reports, proposals, and other materials.
17. Composes correspondence independently; prepares preliminary responses to letters, general correspondence, and personal inquiries of a sensitive nature, including faculty, students, and staff complaints, for appropriate administrator.
18. Establishes and maintains a variety of complex, interrelated filing systems including confidential files; establishes and maintains files for information, records, and reports including those related to budget and cost records; maintains manuals and updates resource materials.



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19. Receives and distributes mail and identifies and refers matters to the appropriate administrator in order of priority.
20. Performs other duties related to the primary job duties.

### **MINIMUM QUALIFICATIONS**

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The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

#### **CORE COMPETENCIES:**

##### **Analyzing and Interpreting Data**

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

##### **Customer Focus**

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs \*\*

##### **Reading Comprehension**

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information \*\*

##### **Professional and Technical Expertise**

- Applying technical subject matter to the job \*\*
- Knows the rudimentary concepts of performing the essential technical operations

##### **Critical Thinking**

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions\*\*



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### **Attention to Detail**

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work\*\*
- Applies skilled final touches on products

### **Using Technology**

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions \*\*
- Adds, improves, modifies, or develops features and functionality\*\*

### **Team Work/Involving Others**

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

### **Writing**

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

### **Adaptability**

- Responding positively to change and modifying behavior as the situation requires\*\*
- Accept and adjust to changes and the unfamiliar

### **Innovation**

- Imagining and devising new and better ways of doing things\*\*
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried\*\*

### **Listening**

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately\*\*

### **Valuing Diversity**

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself



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- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*\*\*Lead, Advanced or Senior Level Positions*

### **EDUCATION AND EXPERIENCE GUIDELINES**

#### **Education/Training:**

An Associate's degree or sixty (60) semester units in business or a related field.

#### **Experience:**

Six (6) years of increasingly responsible secretarial experience involving a high level of public contact, use of computer and office applications, and providing secretarial support to executive and management staff.

#### **DESIRED EDUCATION/EXPERIENCE:**

Experience in an administrative office in an educational environment.

#### **Equivalency Provision**

In the absence of sixty (60) semester units of college level coursework, equivalent to the completion of high school and eight (8) years of increasingly responsible secretarial experience involving a high level of public contact, use of computer and office applications, and providing secretarial support to executive and management staff is qualifying.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.