



Administrative Project Coordinator

Confidential/Supervisory Range: 20

Board Approved: 09/12/24 P. 1|3

*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

Under general direction of a senior administrator, the Administrative Project Coordinator oversees complex major administrative tasks, projects or programs in the assigned area with considerable independence and a high level of discretion, confidentiality, organizational, and analytical ability. Exercises functional supervision over lower-level staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Provide administrative support for assigned area by performing a variety of technical and administrative duties; serves as liaison between administrator and the public, students, staff, and other campus/district officials.
2. Coordinate and oversee projects independently as assigned; coordinate special events and district-wide activities as assigned.
3. Provide support for and organize meetings, prepare agendas, manage correspondence, and coordinate travel arrangements.
4. Maintain accurate and up-to-date project documentation, such as meeting minutes, reports, and tracking logs.
5. Conduct comprehensive studies, develop procedures and manuals, and draft detailed reports on policies, procedures, organizational structure, and strategic planning.
6. Oversee the collection and consolidation of procedures, policies, statistical and financial data, and other relevant information.
7. Coordinate and oversee significant ongoing and specially funded projects and programs.
8. Create and format new forms, bulletins, and manuals; explain practices, policies, and procedures; and serve as a resource for management and staff on the utilization of new materials and policies.
9. Assist in the development and coordination of goals, objectives, strategies, and work plans for specific areas.
10. Investigate and propose enhancements to operational and administrative policies, procedures, and practices, and present findings to stakeholders, including administrators, staff, and the Governing Board.
11. Extract various statistical, budgetary, and informational data from online systems, schedule and execute data downloads, and prepare detailed reports.



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Board Approved: 09/12/24 P. 2|3

12. Assist in the preparation and management of budgets by gathering and compiling data, preparing budget requests, and presenting them for administrative approval.
13. Submits payroll documentation for assigned area and monitors expenditures.
14. Provide training, mentorship, and leadership to lower-level staff, including assigning work tasks and overseeing their completion.
15. Represents the Chancellor's Office with external partners in processing community event sponsorships and facilitating trustee/executive leadership attendance at community events.
16. Perform related duties as required.

MINIMUM QUALIFICATIONS

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.

Knowledge of:

- Principles and practices of public administration and large-scale project management.
- Advanced techniques for analyzing and presenting data and concepts.
- Standard and specialized educational and business software applications.
- Financial record-keeping practices and procedures.
- Methods for collecting and presenting general, statistical, and technical data.
- Budget development, monitoring, and expenditure tracking.
- Techniques for writing comprehensive business reports.

Ability to:

- Exercise sound judgment in decision-making.
- Effectively oversee the collection and compilation of complex procedures, statistical research, planning, financial data, and related materials.
- Prepare clear, concise, and detailed reports.
- Analyze complex data and draw logical, evidence-based conclusions.
- Demonstrate initiative and creativity in sourcing information and materials.
- Develop efficient methods for gathering, organizing, and presenting complex data and topics.
- Establish and maintain effective working relationships with staff, students, and public.
- Provide guidance to staff on policies, procedures, and best practices.

Education and Experience Guidelines

- A bachelor's degree from an accredited institution in business administration, public administration, education, or a related field.



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Board Approved: 09/12/24 P. 3|3

Required Experience

- Four (4) years of progressively responsible administrative or project coordination experience.

License Requirement

- Possession of a valid California driver's license.

Equivalency Provision

- In the absence of a bachelor's degree, an associate's degree or sixty (60) semester units from an accredited institution with coursework in business administration, public administration, education, or a related field and six (6) years of progressively responsible administrative or project coordination experience.

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 in both indoor and outdoor environments and may be exposed to occasional hazards of construction sites and extreme weather conditions. Travel between sites is required.

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 lift, carry, push, and/or pull light to moderate amounts of weight up to 25 lbs.; 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 and may be exposed to moderate noise levels at construction sites.