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.

JOB SUMMARY.

Responsible for providing high-level administrative support to relieve an assigned administrator of administrative details; serves as an office manager by monitoring workflow and product as well as supervising lower-level support staff.

DISTINGUISHING CHARACTERISTICS.

The Administrative Coordinator is distinguished from other lower-level administrative support classifications by its responsibility for overseeing the operations of the office for a department, and by its responsibility for supervising support staff.

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

1. 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.

2. Serves as office manager for assigned project, program, and/or department; organizes and manages the daily activities and communications of the office to ensure efficient and effective operations; provides information regarding department policies, procedures, and protocols; coordinates communications between the assigned area and other internal departments.

3. Receives, researches, and coordinates the identification and resolution of problems, issues, and/or concerns within assigned area of responsibility.

4. Performs a variety of duties independently in support of assigned functional areas; interprets and applies rules and regulations as appropriate.

5. Performs complex and responsible administrative assistance duties requiring specialized and extensive knowledge of the assigned area; coordinates specialized programs within assigned area of responsibility as directed.
6. 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.

7. Responds to emergency requests for service in assigned area of responsibility; dispatches appropriate personnel as required; may monitor the use of two-way radio and campus fire alarm systems.

8. Oversees and coordinates request for use of college vehicles including conducting employee Department of Motor Vehicles checks; monitors the California Highway Patrol terminal management program; prepares and maintains online vehicle checkout calendar; prepares billing reports and encumbrance of funds.

9. 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.

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

11. Maintains project, program, and/or department records in online databases.

12. 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 students; assembles data and information for special projects as assigned; formats, proofreads, and prepares materials.

13. Greets office visitors and initiates and answers telephone calls; screens and directs calls and visitors to appropriate personnel; takes and relays messages as necessary; maintains appointment calendars.

14. 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.

15. Maintains the project, program, and/or department 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.

16. Receives, opens, and routes mail; completes requisitions and assists with the ordering, issuance, and maintenance of department supplies, forms, and equipment inventories.

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

18. Prepares agendas and assembles required documents and information for various meetings; takes and transcribes minutes of various committees and distributes to members accordingly.

19. Prepares and transcribes dictation of letters and memoranda, including confidential material as required by the position; prepares correspondence and memoranda independently or from oral instructions.

20. Coordinates and organizes special assignments with other departments and divisions; prepares and implements timelines and procedures.

**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. Participates in shared governance through service on planning and/or operations committees and task forces.

3. Performs related duties and responsibilities as required.

**QUALIFICATIONS.**

**Knowledge of:**

1. Supervisory principles.
2. Assigned department or program organization, policies and rules.
3. Basic budgeting principles and practices.
4. Modern office practices, procedures and equipment.
5. English usage, grammar, spelling, punctuation, and vocabulary.
7. District organization, operations, policies, and objectives.
8. Policies and objectives of assigned organization or program and activities.
10. Applicable federal, state, and local codes, laws, and regulations.
11. Customer service principles, including the use of tact, patience, and courtesy.
12. Telephone techniques and etiquette.
13. Public relations principles and practices.

**Skill in:**

1. Monitoring and evaluating staff.
2. Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
3. Making decisions in procedural matters without immediate supervision.
4. Communicating effectively both orally and in writing.
5. Organizing, coordinating, and overseeing office activities.
6. Planning and organizing work to meet schedules.
7. Processing, monitoring, tracking, verifying, and reconciling a variety of paperwork.
8. Coordinating the resolution of problems and/or issues.
9. Independently preparing clear and concise correspondence, memoranda, and reports.
10. Maintaining confidentiality and exercising discretion.
11. Handling multiple priorities simultaneously.
12. Operating a variety of office equipment such as a personal computer, scanner, typewriter, printer, fax machine, and photocopier.
13. Responding to requests and inquiries from personnel and the general public.
15. Maintaining records and generating reports.
16. Arranging for meetings and conferences.
17. Maintaining a variety of files, records, and logs including financial and statistical data.

**Experience and Training Guidelines:**

Any combination of experience 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 increasingly responsible secretarial and/or administrative support experience, including supervisory experience.

**Education/Training:**

An Associate’s degree from an accredited institution in business administration or a related field.

**WORKING CONDITIONS.**

**Environmental Conditions:**

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