

CLASSIFICATION SPECIFICATION

Administrative Coordinator for Workforce Development and Community Education

FT/PT Class Code: 4059, 4559 Pay Grade: B/C 10 FLSA: Non-Exempt Rev. 07/01/14

SUMMARY STATEMENT: An incumbent is responsible for providing administrative support to the campus Director of Workforce Development and Community Education, including being responsible for all multi-campus facility reservations, contract preparation, billing and fund disbursement to multiple accounts, Collegewide.

NATURE AND SCOPE:

An incumbent reports to the Director of Workforce Development and Community Education and may supervise subordinate personnel. The incumbent provides administrative support and coordinates a variety of tasks and financial details related to Collegewide contracts and projects. The incumbent works closely with Deans, Directors, faculty, staff, students, the public, and private organizations.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Compiles and evaluates data for studies, reports, surveys and/or grants to provide accurate information and recommendations for improvements, modifications, and/or compliance with policies and procedures.
2. Coordinates a variety of administrative details and assists the Director with projects as needed, including maintaining the Director's daily calendar.
3. Compiles, maintains and reports contractual and financial information regarding multi-campus facility usage. Ensures that contracts carry required signatures and that stipulations are followed. Works with clients regarding financial issues such as costs, payment schedules, etc.
4. Provides guidance and consultation to officials, employees, and the public on applicable policies, procedures, and regulations relative to multi-campus facilities rental, contract training, ACT testing, and continuing education courses in the Workforce Development and Community Education Division.
5. Develops and maintains computerized information databases for relevant College and campus-based initiatives.
6. Acts as a liaison between supervisor and various administrators, and between the College and state/federal agency officials, local groups and organizations, and the public.
7. Establishes and maintains computerized databases of information pertaining to Collegewide and campus-based projects.
8. Performs other related duties as required.

Administrative Coordinator for Workforce Development and Community Education

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of supervisory and administrative principles and procedures.
- ◇ Knowledge of principles and practices of funding, payroll, personnel, and purchasing.
- ◇ Knowledge of the methods and techniques used in financial and accounting data analysis.
- ◇ Knowledge of federal and private grant regulations.
- ◇ Knowledge of spreadsheet, database management, and word processing software.
- ◇ Excellent interpersonal, communication, decision making, critical thinking, and organizational skills.
- ◇ Ability to compile, evaluate, and analyze financial data.
- ◇ Ability to supervise personnel utilizing good management techniques.
- ◇ Ability to make forecasts, utilizing financial records as the basis for the projections.
- ◇ Ability to use computers and office equipment.
- ◇ Ability to communicate effectively.

MINIMUM QUALIFICATIONS:

- ◇ Associate degree in a relevant field and four (4) years of administrative support experience; or other equivalent combination of education and experience.