

CLASSIFICATION SPECIFICATION

Senior Administrative Coordinator for Workforce Development and Community Education

FT/PT Class Code: 4069, 4569 Pay Grade: B/C 11 FLSA: Non-Exempt Rev. 11/11/14

SUMMARY STATEMENT: An incumbent is responsible for coordinating a variety of activities and assisting the Director of Workforce Development and Community Education in the administration of the functions of the Division of Workforce Development and Community Education.

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 for the Division. 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. Assists the Director of Workforce Development and Community Education in the efficient operation of the Division of Workforce Development and Community Education, including facilitating effective and efficient communication within the division and planning facility, equipment and staffing needs.
2. Ensures that operational and academic policies and procedures are followed by staff and faculty.
3. Determines the nature and scope of inquiries and issues; determines a resolution to problems and initiates an appropriate course of action. Defers appropriate issues with a recommended solution to the Director.
4. Monitors and audits divisional budgets and expenditures. Reviews, processes, and qualifies all transactions from special funds.
5. Compiles financial data to assist in the preparation of the annual budget for the division.
6. Analyzes financial reports and data. Provides the Director with current and future financial projections.
7. Serves as a divisional liaison between department chairpersons and campus Human Resources Representatives. Reviews and coordinates approval of vacation and sick leave for faculty and staff. Ensures timely preparation of Performance Evaluations for submission to Human Resources. Ensures preparation of all part-time staff contracts and processing the documents through the campus Human Resources Department.
8. Constructs, maintains, and monitors the Workforce Development and Community Education master schedule based upon the compilation of necessary data from Department Chairpersons and staff. Interacts with the President's Office for activation of courses. Oversees data entry into Banner for all Workforce Development and Community Education departments.

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PRINCIPAL ACCOUNTABILITIES, cont'd:

9. Works with Marketing staff and Department Chairpersons to coordinate marketing strategies for programs. Coordinates the non-credit portion of the Course Schedule with Marketing; edits and proofreads brochures and publications; and assists Marketing with updating and maintaining the Workforce Development and Community Education website.
10. Works with the Director, Assistant Director, Department Chairpersons, and the Office of the President to coordinate statewide class offerings through statewide contracts. Prepares relevant reports and analyzes pre- and post-tests and evaluations for each program.
11. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of database, word processing, and spreadsheet software programs.
- ◇ Knowledge of Workforce Development and Community Education policies and procedures.
- ◇ Knowledge of College policies and procedures.
- ◇ Knowledge of accounting principles and practices.
- ◇ Knowledge of database, word processing, and spreadsheet software programs.
- ◇ Knowledge of accounting principles and practices.
- ◇ Excellent interpersonal and communication skills.
- ◇ Ability to communicate effectively, both orally and in writing.
- ◇ Ability to research, compile, and analyze data.
- ◇ Ability to organize and schedule effectively.

MINIMUM QUALIFICATIONS:

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