

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

ADMINISTRATIVE COORDINATOR

Salary Range 21

BASIC FUNCTION:

Under the direction of an assigned administrator, provides complex administrative support to the head of a major District or Site wide functional area; coordinates the daily operations of the assigned or specialized department; plans, organizes, coordinates, and participates in activities specific to the administrator's assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS:

The Administrative Coordinator position differs from the Administrative Assistant by its advanced scope of administrative responsibilities and greater autonomy in the performance of duties.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Leads, coordinates and performs difficult and highly complex technical administrative work in support of a wide range of operations, programs and/or projects within an assigned division involving the use of independent judgment. (E)
- Assists with evaluating, recommending, implementing program processes and procedures; maintains compliance. (E)
- Responds to complaints, concerns, and related issues. (E)
- Plans, organizes, coordinates daily operations and assists with resolving work problems for administration, staff, or students by exercising independent judgment in the application of established procedures and routines; refers difficult policy questions to the appropriate office. (E)
- Serves as an initial contact coordinating communication and activities with other District departments and personnel, students, educational institutions, vendors, internal and external organizations, and the community; obtains and provides information regarding District personnel and the general public regarding District programs, policies, procedures, and regulations. (E)
- Assists with planning, coordinating and implementing departmental committee meetings, assignments, special events and other activities, and staff meetings while maintaining a high level of confidentiality; prepares agenda items; records, prepares and distributes minutes. (E)
- Attend and participate in conferences and seminars as required.
- Coordinates, schedules, maintains, and submits forms related to Adjunct/Overload and special/supplemental payroll for faculty and/or vendors. (E)
- Works with Human Resources and Payroll to monitor staffing and payments, and ensures that timesheets are completed correctly and submitted to payroll in a timely manner. (E)
- Works with immediate supervisor to create, manage, maintain, reconcile, and forecast budgets. (E)
- Ensures the processing of contracts, prepares purchase requisitions; assigns account numbers; verifies availability of adequate funding; inventories and orders office supplies; contacts and follows up with vendors. (E)
- Processes and submits work orders as needed. (E)
- Assists in coordinating the evaluation of part-time faculty, and coordinates evaluations performed by the Dean. (E)
- Coordinates, prepares, and submits the schedule of classes, assigns classrooms, and submits changes/updates as needed. (E)
- Monitors all tasks and projects essential to the business of the division to ensure timely completion. (E)
- Serves as a point person for inquiries and helps to direct requests for information, reports and other assistance according to office protocols. (E)
- Compiles information and data for reports and assists in the preparation of statistical and narrative reports; conducts research as required. (E)

- Tracks, completes and submits forms related to staff absences and/or leaves and prepares payroll reports. (E)
- Processes appropriate paperwork for new hires and resignations. (E)
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school including or supplemented by course work in business, secretarial science or related field and three years increasingly responsible secretarial experience.

KNOWLEDGE OF:

- Operations, procedures and activities of a division office.
- Microsoft Office Suite and other software and hardware applications, Modern office practices, procedures and equipment.
- Financial and statistical record-keeping techniques. Receptionist and telephone techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary. Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy. District organization, operations, policies and objectives.
- Operation of office machines including computer equipment and applicable software.

ABILITY TO:

- Perform responsible secretarial support duties for a dean.
- Provide information and communicate effectively with College personnel, students and the public. Read, interpret, apply and explain rules, regulations, policies and procedures.
- Compose correspondence independently.
- Perform responsible clerical work rapidly and accurately.
- **Type at 60 words net per minute.** Take dictation transcribe accurately. Maintain records and prepare reports.
- Compile and organize data and prepare reports.
- Operate a variety of office equipment such as typewriter, computer, printer, word processor, calculator and other equipment as assigned.
- Learn and apply procedures, rules, regulations and terminology concerning the assigned division. Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others. Communicate effectively both orally and in writing.
- Complete work with many interruptions. Work confidentially with discretion.
- Train and provide work direction to others.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides work direction to student assistants and hourly workers as required.

CONTACTS: Co-workers, faculty, students, vendors, outside agencies, military recruiters, and the general public

PHYSICAL EFFORT:

- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard. Bending at the waist, kneeling or crouching to maintain files.
- Visually focusing upon computer screens and/or other records for sustained periods of time.

WORKING CONDITIONS:

- Office environment. Constant interruptions.

Created to replace Administrative Specialist
Approved 12-12-19