

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PROGRAM COORDINATOR– OFFICE OF THE PRESIDENT

O210.100

BASIC FUNCTION: Under the general direction of the Chief of Staff, provides executive support to the Office of the President requiring thorough knowledge of District policies and procedures local, state, and federal regulations; manages daily operations of the President's Office; administers complex budgets, contracts, research projects, and/or programs. Provides direction to other departmental staff as needed or required.

DISTINGUISHING CHARACTERISTICS: Position is responsible for the management, development and distribution of records, correspondence, management of updating Administrative Procedures, and collecting District records for the Custodian of Records (Chief of Staff). This position exercises a high degree of initiative, tact, judgment, and positive contact with students, staff, and the public while carrying out assignments requiring a thorough working knowledge of various administrative policies, procedures, and regulations. This job class requires excellent organizational, financial, and communication skills. This position is designated as confidential. This position may represent the Chief of Staff in their absence.

REPRESENTATIVE DUTIES: *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *)*

1. Organizes and administers the activities of the Office of the President. Provides efficient and effective operations; coordinates communications; assists the Chief of Staff with administrative matters, applying a high level of confidentiality, responsibility, and judgment. *
2. Serves as first point of contact for the Office of the President by answering a variety of questions and responding to complaints; providing information regarding the College; explaining policies, procedures, and regulatory requirements; and referring visitors/callers to other programs, departments, off-campus services, agencies, and community groups, as appropriate. *
3. Coordinates department budget tracking, monitoring, and reconciliation processes; gathers and analyzes data related to revenues, expenditures, and projections; researches and works with management to resolve budget questions and reconcile inconsistencies; creates and processes contracts, agreements, invoices, and requisitions; verifies budget and account codes; develops budget reports as needed. *
4. Coordinates, arranges and manages travel for the Office of the President and Board of Trustees. *
5. Perform various clerical duties; review incoming mail; compose replies for signature as appropriate; assure timely preparation and maintenance of appropriate reports, statistics, and documentation; compose a variety of correspondence, memoranda, reports, and other materials; prepare and edit documents and forms; review and proof documents for accuracy, completeness, and conformance to applicable rules, regulations, and styles. *
6. Serves as support staff to College Council, including preparing and distributing agendas and supporting documentation, communicating directly with committee members, coordinating meeting logistics, and maintaining detailed tracking of governance processes and actions. *
7. Oversees review and updates of Administrative Procedures to ensure compliance with state and federal laws and regulations and other legal requirements. Schedules timely review of procedures with appropriate department to ensure procedures are reviewed and updated in a timely fashion. Distributes all approved revisions. *
8. Provides backup administrative support to the Chief of Staff related to meetings of the Board of Trustees which could include preparing the agenda for Board of Trustees' meetings; recording and preparing minutes; and preparing follow-up correspondence, reports, and memoranda of actions taken. *
9. Keeps the schedule for Board Room usage. *
10. Plans, schedules, and organizes Office of the President events, workshops, informational seminars and presentations. *
11. Organizes and maintains accurate and detailed databases, files, and records, verifies accuracy of information, research discrepancies, and records information. *
12. Receives, responds to and/or refers inquiries, requests, and complaints from college staff, students, and the public in a sensitive and cooperative style. *
13. Plans, designs, organizes, and oversees complex projects and programs; assists in developing goals, objectives, policies, procedures, work standards, and administrative control systems. *
14. Oversees workflow of the office by continuously monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with management; directs the implementation of improvements. *
15. Performs a variety of administrative office support duties such as designing, creating, and editing a variety of documents; collecting data from various sources for reporting to local, state, and federal agencies; receiving, logging, scheduling, and distributing service requests and work orders; maintaining websites; opening and securing offices; processing and maintaining

- timesheets and confidential personnel documents; processing reimbursements; attending meetings and taking minutes; and ordering and maintaining office and other related supplies. *
16. Operates a variety of standard office equipment, including job-related computer hardware and software applications, copiers, printers, scanners, postage meters, facsimile machines, multi-line telephones, and audio/visual equipment; may operate other department or division-specific equipment. *
 17. Learns and applies emerging technologies related to the areas of assignment.
 18. May serve on a variety of District committees as requested.
 19. Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

- **EDUCATION/EXPERIENCE:**

- Bachelor's Degree from an accredited institution or the equivalent*; **AND**
- Two (2) years of experience providing administrative support to a senior level administrator.

* *Bachelor's Degree education equivalency equals two (2) years of increasingly responsible related work experience for each full year (24-30 units) of college. Work experience must be in an office setting.*

- **CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:**

- Hold and maintain a valid driver's license throughout duration of employment with the District.
- Some travel required.

DESIRED QUALIFICATIONS:

- Master's degree in business administration, higher education, public administration, communications, public relations, or a related field.
- Experience in managing an administrative office in a public or nonprofit agency, college or university, or a comparable setting.
- Excellent written and verbal communication skills, strong organizational skills, and the ability to pay close attention to detail.

KNOWLEDGE, SKILLS AND ABILITIES: (May be acquired through education, training and/or experience.)

Knowledge of: general issues affecting higher education; educational philosophy and top management principles, administrative practices, and office organization; communication and writing forms, including correspondence and research/report styles; computerized information management systems; management methods; and the conference/travel industry; clear, concise communications, both oral and written; coordination and reporting; using word processing, spreadsheet, database, desk-top publishing and network office management software packages.

Ability to: understand and apply District and departmental policies and procedures; independently perform a variety of administrative duties in support of the Chief of Staff; integrate State laws and regulations with program policies and procedures; maintain a high level of confidentiality; prioritize workload and meet deadlines; plan and implement special events; secure vendors; create vendor contracts; make decisions; independently apply good judgment; compose correspondence and reports; develop and manage operating plans and budgets; develop and maintain effective record keeping and filing systems; analyze and research problems and prepare clear, concise reports and recommendations; apply problem solving skills; deal with complex situations; integrate and implement program needs within parameters of District policies and procedures; work independently with an emphasis on detail; establish and maintain cooperative working relationships with those contacted during the course of work; work with diverse populations; make required mathematical calculations rapidly and accurately; maintain records accurately; take accurate minutes of meetings; remain calm and cooperative in confrontational situations; perform duties in a timely manner, despite interruptions.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides work direction to student and short-term employees and/or other departmental staff as needed and/or required.

PHYSICAL EFFORT:

Normal office environment.

CONTACTS:

Faculty, staff, administrators, students, vendors, and the general public.

WORKING CONDITIONS:

Normal office environment; exposure to extensive student contact, continual interruptions, noise and computer-generated video radiation.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS.

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.