NEWARK CAMPUS SITE COORDINATOR
75% 12 Month, Classified Position
Range 41

SUMMARY OF POSITION:

Under the direction of the designated administrator, perform a wide variety of duties in support of a full service Educational Center. Support the administrator with a broad level of responsibility, including serving as a liaison between the administrator and the general public and other campus and community officials; coordinate and implement ongoing academic, building operations, and other Center activities with minimal direction; Varying work hours, including evening shifts, may be required.

DISTINGUISHING CHARACTERISTICS:

This classification provides support for the assigned administrator in a variety of areas, primarily in the coordination of academic, business, and center-wide needs. This classification is distinguished from other classified positions with its broader responsibility for performing duties that provide coordination support for a campus rather than a functional area. Incumbents will function as a point of contact for directing and guiding the services needed by public visitors to the Center. Some independent judgment is required to adequately represent the District. Incumbents will have a central understanding of processes related to office management.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Serve as the first point of contact for public visitors to the NCHST campus;
- Act as coordinating liaison between NCHST and district staff, facilities, campus police and other matters related to facility projects;
- Assist and conduct special projects related to events at the NCHST;
- Provide liaison between departments and campuses on all assigned administrative matters; represent the NCHST on various committees;
- Prepare purchase requisitions; reconcile the proper receiving and payment of items/services requested; follow-up on late shipments and service performances and resolve invoice/payment discrepancies with contractors and accounting personnel for NCHST;
- Assist with the preparation of specifications and contract documents and budget reports related to the NCHST;
- Perform and/or direct the centralized administrative and business functions pertaining to NCHST including office procedures, analysis activities, personnel actions, monitoring budgets, assisting with mailroom, and room scheduling;
• Recommend methods for improvement of procedures and coordination of departmental
  and NCHST campus wide functions; prepare operating and procedures manuals;
• File reports with various agencies as directed;
• Operate a networked personal computer utilizing word processing, spreadsheet, database,
  presentation, project management, document software and related software applications.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, a valid California driver's license and have a satisfactory
driving record.

EXPERIENCE AND EDUCATION GUIDELINES: Any combination of experience and
education that would likely provide the required knowledge and abilities qualifies. A typical way to
obtain the knowledge and abilities would be:

  Education: A Bachelor's degree or equivalent, preferably in a field applicable to business or
  education.
  Experience: Three years of increasingly responsible administrative assistant, office
  management, or related experience. Experience in a community college is highly desirable.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:
• Office management principles, methods and procedures;
• Office procedures and maintenance of records;
• Administrative survey techniques;
• Spreadsheet and relational database management;
• Basic accounting principles;
• Principles and practices of management related to training.

Ability to:
• Understand, apply, and implement administrative policies, practices, and procedures;
• Represent management in dealing with a variety of administrative policies, practices and
  procedures on a variety of administrative matters with other departments, employees, or
  outside public and private agencies;
• Plan, coordinate and initiate action necessary to implement decisions and/or
  recommendations;
• Work independently in identifying the need for and developing proposed changes to
  operating practices, programs, and policies;
• Speak and write effectively;
• Establish and maintain cooperative working relationships with a variety and level of
  departmental staff.
Skills to:
- Operate a variety of office equipment including computers with office and special software applications.

DESI RABLE QUALIFICATIONS

- Sensitive to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college personnel and students and the communities served by the College;
- Work independently with minimal supervision carrying out written and oral instructions;
- Skills in organizing, assimilating and analyzing complex information; purchasing in an online environment;
- Able to perform detailed, complex administrative task with accuracy and speed;
- Knowledge of English usage, spelling, grammar and punctuation. Modern office procedures, methods and computer equipment. Advanced principles and procedures of record keeping;
- Experience with project management or coordination of capital projects, and understanding of sustainability principles;
- Experience in community college is highly desirable.

SPECIAL REQUIREMENTS Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment; sit, stand and walk; will require some evening work; climbing, reaching, stooping, and kneeling to locate materials and file documents; lifting and carrying up to 35 pounds; manual dexterity to operate keyboards and other similar equipment; speech and hearing to communicate with patrons; vision sufficient to read computer screens and fine text.

All Tentative Agreements must be ratified as part of the entire collective bargaining agreement by both the CSEA members and the Board of Ohlone Community College District.

Revised: 05/16/2014
Presented/Discussed: 06/10/2014, 06/24/2014, 07/01/2014
Approved: 07/01/2014
CSEA approved:
Ohlone Board approved:
For CSEA:

For District:

07/01/2014