

PRINCIPAL EXECUTIVE COORDINATOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Officials & Administrators	Confidential Supervisor	81	10/31/02	Classified	1 of 2

DEFINITION: Under general direction of the Chancellor, oversees complex major administrative tasks, projects or programs at a college or the District Office. Manages major planning and organizational studies, complex research projects and provides supervisory direction to lower level staff.

DISTINGUISHING CHARACTERISTICS: The Executive Coordinator job series differs from lower level classifications of executive administrative support in that the duties and responsibilities are directly related to the support of the Chancellor of the District and the Governing Board and are highly complex, varied, technical and confidential in nature. A Principal Executive Coordinator manages major programs and large projects, conducts a wide variety of complex studies and projects with considerable independence and a high level of discretion, confidentiality, organizational, analytical and managerial ability. A Senior Executive Coordinator manages small to medium sized projects, carries out complex assignments and performs additional journey-level tasks requiring an analysis of systems, policies and/or procedures, organization and management, workflow, work distribution, and improvements in efficiencies. An Executive Coordinator relieves the Chancellor of a variety of details, oversees projects and programs, and carries out well-defined assignments requiring independence of judgement, strong attention to detail, and excellent people skills.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Manages major administrative functions for the Chancellor's Office.
- Conducts complex studies, develops procedures and manuals, and writes complex reports related to policies, procedures, organizational structure, strategic planning, work methods, etc.
- Coordinates the gathering and compiling of procedures, policies, statistical and financial data, and related data for inclusion in staff and Board reports.
- Manages and implements major regular and specially funded projects and programs.
- Designs and/or formats new forms, bulletins, and manuals, explains practices, policies and procedures, and, serves as a resource to management and staff on the use of the new materials, policies, and procedures.
- Assists and coordinates the implementation of the Chancellor's Office goals, objectives, strategies and work plans.
- Investigates and makes recommendations to improve operational and administrative policies, procedures, and practices, and, may make presentations to interested groups, administrators, staff and/or the Governing Board.
- Retrieves a variety of statistical, budgetary and related data from on-line systems, schedules and performs downloads of information, and creates and/or prepares a variety of complex reports.
- Performs a variety of tasks in support of the preparation and administration of the department's, site's or program's budget, including gathering and compiling data, preparing and presenting budget requests through the administrative approval process.
- May travel throughout the District in carrying out responsibilities and functions.
- Schedules work assignments for lower level employees and approve overtime expenditures.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge Of: Principles and practices of public administration and large project management; analysis and various complex methods for the presentation of data and ideas; standard and specialized educational



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and business software; financial record keeping practices and procedures; methods for gathering and presenting general, statistical, and technical data; budget development and expenditure tracking; complex business report writing.

Ability To: Exercise good judgement; effectively oversee the gathering and compiling of complex procedures, statistical, research, planning and financial data, and related supporting documents and materials; prepare clear, concise and complex reports; analyze complex data and draw logical conclusions; exercise initiative and ingenuity in obtaining information and materials; devise effective methods for the gathering, organizing and presenting of complex data and subjects; establish and maintain effective working relationships with staff, students, and the public; provide direction to staff on policies, procedures and practices.

Education/Training: Equivalent to completion of a BA/BS degree from an accredited college with major course work in business, organizational development, public administration, finance or a related field. A MA/MS degree from an accredited college with major course work in business, organizational development, public administration, finance or a related field is high desirable.

Experience: Two years of experience equivalent to a Senior Executive Coordinator performing professional level data gathering and analysis, overseeing of major projects and programs, and providing management level assistance to an assigned administrator.

License/Certification: A valid Class C California Driver’s License.

Actions: Newly created classification adopted by the Governing Board on 10/30/02.