

SENIOR EXECUTIVE COORDINATOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Professional	Confidential Supervisor	75	10/31/02	Classified	1 of 2

DEFINITION: Under general direction, provides assistance to the Chancellor by carrying out complex, well defined projects, including participating in and coordinating the gathering of procedures and synthesizing of information, composing and editing departmental, college and District Office publications, reviewing and summarizing submittals; may oversee projects or programs and provide supervisory direction to lower level staff. *This is a flex classification.*

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 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. 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. 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:

- Conducts studies, compiles procedural manuals, and writes complex reports related to policies, procedures, organizational structure, work methods, etc.
- Coordinates and participates in the gathering and compiling of procedures, policies, statistical and financial data, and related data for inclusion in staff and Board reports.
- Manages and implements 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 staff on the use of the new materials, policies, and procedures.
- Assists the Chancellor in maintaining close communication on relevant issues with members of the administrative and management staff of the District Offices and colleges, the Governing Board, college faculty, classified senates, and employee organizations.
- Serves as a liaison between the Chancellor's Office and the colleges to maintain communication regarding policies and procedures.
- Investigates complex complaints and recommends corrective actions as necessary to resolve complaints.
- Assists in the implementation of the Chancellor's Office's goals, objectives, strategies and work plans.
- Serves as the assistant to the Governing Board and attends Board meetings.
- Attends to administrative details on special matters assigned by the Board members.
- 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.
- Enters and 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 budget requests, recording and monitoring expenditures, reconciling discrepancies, and maintaining a variety of account records.



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- May travel throughout the District in carrying out responsibilities and functions.
- May schedule work assignments for lower level employees, track staff leave information, and gather and prepare payroll-recording records for the department.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge Of: Principles and practices of public administration and project management; analysis and various complex methods for the presentation of data and ideas; standard and specialized educational and business software such as word processing, spreadsheets, presentation programs and databases; financial record keeping practices and procedures; methods for gathering and presenting general, statistical, and technical data; budget development and expenditure tracking; and business report writing; complex business level English usage, spelling, grammar and punctuation, assigning and reviewing the work of others.

Ability To: Independently perform assigned critical and highly complex confidential administrative duties with speed and accuracy; interpret and explain pertinent complex District, program local, state and federal laws, rules, regulations, policies and procedures; exercise good judgement; effectively coordinate the gathering and compiling of complex procedures, statistical 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 data; establish and maintain effective working relationships with staff, students, and the public; provide direction to staff on policies, procedures and practices; use a personal computer at the rate of not less than 50 words per minute.

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.

Experience: Two years of experience equivalent to an Executive Coordinator performing professional level data gathering and analysis, overseeing of 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.