

## Contra Costa Community College District – Classification Specification

### Administrative Project Coordinator

#### Definition

The Administrator Project Coordinator oversees complex major administrative tasks, projects or programs in the Chancellor's Office with considerable independence and a high level of discretion, confidentiality, organizational, and analytical ability. Exercises functional supervision over lower-level staff.

#### Examples Of Duties

Duties/essential functions may include, but not be limited to, the following:

- 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.
- Maintain confidentiality regarding collective bargaining and personnel related matters.
- Coordinates 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 goals, objectives, strategies and work plans for an area.
- 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 budgets, including gathering and compiling data, preparing and presenting budget requests through the administrative approval process.
- Serves as a trainer, mentor and lead to lower-level staff.
- Schedules work assignments for lower-level employees.
- 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 and business software.

**Salary Grade:** 81

**EEO Category:** Professional

**Represented Status:** Confidential

**Effective Date:** 10/01/07

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- 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.

#### Skill/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/Experience

- 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.
- Three years' experience performing professional level data gathering and analysis, overseeing of major projects and programs, and providing management level assistance.

Adopted: 10/01/07