



## EXECUTIVE COORDINATOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-exempt	Professional	Confidential	73	10/13/16	Classified	1 of 2

**DEFINITION:** The Executive Coordinator 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 functional supervisory direction to lower level staff.

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

- Conducts studies, compiles procedural manuals, and writes 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.
- Provides highly professional and confidential technical and complex administrative support to the Chancellor, the District Governing Board, District programs and various committees.
- Implements and oversees 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.
- Receives complex complaints and redirects to the appropriate area.
- 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 routine 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.
- 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.
- Maintain confidentiality regarding collective bargaining and personnel matters.
- Performs related duties as assigned.



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### **MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Principles and practices of public administration and project management; basic analysis and various methods for the presentation of data and ideas; standard educational and business software such as word processing, spreadsheets, presentation programs and databases; basic financial record keeping practices and procedures; basic methods for gathering and presenting general, statistical, and technical data; assists with basic budget development and expenditure tracking; and basic business report writing; 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; maintain confidentiality regarding collective bargaining and personnel matters; learn, accurately 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 procedures, statistical and financial data, and related supporting documents and materials; prepare clear concise reports; analyze 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; and, provide direction to staff on policies, procedures and practices; ability to demonstrate advanced keyboarding skills.

**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:** Three years of responsible high level administrative support experience that included the collecting, compiling and presenting of data related to budgetary, personnel, or management processes.

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