

Senior Executive Coordinator

Definition

Under general direction, provides support to the Chancellor by carrying out complex, well defined projects, including participation in and coordination of the collection and analysis of procedures, data and information, composing and editing departmental, college and District Office publications, reviewing and summarizing information and document submittals; may oversee projects or programs and provide supervisory direction to lower-level staff.

Distinguishing Characteristics

The Senior Executive Coordinator performs administrative support duties of the highest level of responsibility, confidentiality, and sensitivity for the Chancellor and the Governing Board and manages the clerical operations of the Chancellor's Office. Work assignments require the incumbent to use a high degree of independence, discretion, and tact, and exercise sound judgment.

Examples Of Duties

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

- Conducts complex studies, develops and compiles procedural manuals, and writes complex reports related to policies, procedures, organizational structure, work methods, etc.
- Manages complex administrative functions for the Chancellor's Office and Governing Board.
- 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 and all functions of the Chancellor's Office.
- Coordinates 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.

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- 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 online 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.
- Manages all administrative and Brown Act functions from Governing Board packet preparation to support and note taking of Governing Board meetings.
- 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 of various complex methods, including for the presentation of data and ideas.
- Standard and specialized educational and business software, including spreadsheets, preparation of presentations, financial record keeping practices and procedures.
- Methods for gathering and presenting general, statistical, and technical data.
- Budget development and expenditure tracking; and business reports.
- Complex business level English usage, spelling, grammar and punctuation, assigning and reviewing the work of others.

Skill/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.

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- 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/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.
- 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.
- A valid Class C California driver's license.

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

Revised: 03/14/24