

SANTA CRUZ COUNTY OFFICE OF EDUCATION

DEPARTMENT OFFICE COORDINATOR

DEFINITION

Under direction, participate in the planning, organizing and coordinating of the operating procedures of a major department; serve as a resource for the department in the overall program operation; coordinate services with other departments and serve as liaison to similar programs outside the County Office of Education.

SUPERVISION EXERCISED

May exercise technical and functional oversight over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Attend to specialized details not requiring the immediate attention of the director of a major department.

Coordinate the operational procedures and support activities for major program functions.

Serve as a primary resource and information source regarding assigned division policies, procedures, objectives and operational functions to the public and the County Office of Education staff.

Receive and assist office visitors and telephone callers; answer questions and provide information where judgment, knowledge and interpretation are utilized, especially in the proper handling of confidential information or files; resolve complaints; refer caller to appropriate sources as necessary.

Coordinate and schedule work flow of clerical support staff; may assist in the supervision and co-evaluation of selected staff.

Assist in the selection and training of lower level staff.

May coordinate and monitor daily substitute calling. Audit, assign and upload substitute reports.

Originate, compile and analyze statistical and other material as requested, both for County Office of Education managers and for required reports.

Coordinate committee, staff and other meetings; conduct workshops and in-services upon request of the director; train personnel in office procedures including budget, attendance accounting, legal procedures and requirements.

Assist in the preparation and management of the budget for the major department; establish, maintain and monitor bookkeeping and recordkeeping systems.

Address and resolve a variety of complex, sensitive and confidential issues.

Work with the Human Resources Department to monitor teacher's credentials; format and distribute assignment letters.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Prepare, maintain and audit logs, data and employee records.

Prepare and type invoices and orders. Resolve discrepancies by contacting vendors.

Prepare, review and submit payroll forms as needed for assigned department.

Audit and distribute reimbursements. Accept, record and deposit donations and checks.

Understand and interpret leaves. Maintain absence tracking and timesheets.

Supervise the preparation of purchase order requisitions and budget revisions; maintain and monitor budget records.

Assist in supervision in the absence of appropriate administrator; may act as a representative for the unit in the absence of an assigned administrator.

Receive, compile and organize information for the preparation of correspondence, documents, and reports as assigned; prepare a variety of correspondence, documents and reports including resolutions, manuals, and contracts; compose confidential correspondence, documents and reports.

Represent the assigned department at various state and regional meetings, includes serving as an officer of a professional organization.

Initiate paperwork and collect final hiring information for temporary staff, contractors and employees; coordinate these activities with the Human Resources Department.

Monitor placement of program personnel in relation to budget; prepare or oversee preparation of personnel request forms and review time cards for accuracy prior to signature by director.

Prepare information needed in administrative decisions and maintain the confidential nature of this information.

Develop procedures, subject to approval, to expedite transmittal of information or facilitate implementation of policies and programs.

Compile, collect and serve as a resource for information pertaining to related administrative or educational activities and department functions.

Establish and maintain complex and varied filing and data collection systems.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of basic fiscal, statistical and administrative data collection and report preparation.

Knowledge of (continued):

Modern office practices, procedures, methods and equipment including current computer software and programs.

Proper English usage, spelling, vocabulary, grammar and punctuation.

Principles of business letter writing and report preparation.

Principles and procedures of record keeping.

Principles and practices used in dealing with the public.

Word and Google suite processing methods, techniques and programs including spreadsheet and database applications

Practices used in minute taking and preparation.

Basic mathematical principles.

Skill and Ability to:

Operate modern office equipment including computer programs and software.

Type at a speed necessary for successful job performance.

Learn the procedures, functions and limitations of assigned position.

Learn, interpret, and apply pertinent federal, state, and local laws, codes, and regulations including administrative and departmental policies and procedures.

Analyze situations and make appropriate decisions without immediate supervision.

Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.

Understand the organization and operation of the County Office necessary to assume assigned responsibilities.

Accurately interpret County Office of Education policies, procedures, standards and requirements.

Respond to requests and inquiries from the general public.

Independently prepare correspondence and memorandum.

Establish and maintain complete records and files.

Perform mathematical computations quickly and accurately.

Compile and tabulate data and information and prepare summaries and reports.

Skill and Ability to (continued):

Plan and organize work to meet schedules and timelines.

Work under limited supervision within a broad framework of standard policies and procedures.

Use initiative and exercise independent judgment in the application and follow through of County Office administrative decisions and policy making.

Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.

Organize and prepare data for records and reports

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to the completion of the twelfth grade, supplemented by college level course work in business or public administration.

Experience:

Four years of responsible administrative experience in a broad range of varied and responsible experiences involving decision making. Experience in a school district or in a county office of education is preferred.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license and appropriate vehicle operation insurance.

Qualification Requirements:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:

While performing the duties of this job, with or without the use of aids, the employee is regularly required to sit, stand or walk for extended period of time; dexterity of hands and fingers to operate a computer and sustain repetitive motion of wrists and hands for intervals of time, telephone and other standard office equipment; see and read a computer screen and printed matter; hear and understand speech at normal levels on the telephone or in person; speak so that others may understand at normal levels and on the telephone; and grasp, push, pull and move, lift and/or carry up to 10 pounds.

Ability to work in a standard office environment.

Some positions may require the ability to speak, read and write a second language.

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