

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: COORDINATOR - ADMINISTRATIVE SERVICES

PAY GRADE: P-11

OVERTIME STATUS: NON - EXEMPT

MAJOR RESPONSIBILITY:

To coordinate and perform assigned designated projects and coordinate administrative services as assigned by the Senior Vice President for Administration and Finance. To serve as an aide to the Senior Vice President on assigned duties and designated projects.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Associates degree in related field required. Bachelor's degree preferred.
2. Years of experience in field: Three years of experience in an office setting preferred.
3. Special skills or abilities related to position: Knowledge of college policies, procedures, rules and regulations. Knowledge and effective use of College software systems. Positive human relations skills. Advanced organizational skills and highly proficient computer skills in word processing, developing databases, spreadsheets, graphs, etc. Problem-solving and task management skills. Knowledge of the various programs and services offered by a community college. Ability to establish and maintain effective working relationships with employees and the public. Proficiency in verbal and written communication skills.

ESSENTIAL JOB FUNCTIONS:

1. Coordinates, implements administrative project assignments and monitoring systems.
2. Assist the Senior Vice President with designated research and provide information regarding the services and operations of the college.
3. Supervision and oversight responsibility of specific assigned operational contracts.
4. Coordinate and facilitate the annual budget planning and development process including workshop coordination, budget manual development and publication, and facilitation of the budget review process. Coordination of the collection of all budget planning data and related research.
5. Responsible for the management calendar for the area of Administration and Finance in collaboration with the Executive Administrative Assistant.
6. Responsible for the development of the College Administrative Calendar.
7. Coordinate and manage the campus office control management system.

ESSENTIAL JOB FUNCTIONS: (continued)

8. Assist the Senior Vice President with designated budget and program research and analysis of information regarding the services and operation of the college.
9. Provide the Senior Vice President with Cognos, Jenzabar and Ad Astra reports as requested.
10. Assist in the Record Management responsibilities of the college and perform oversight of the record management process.
11. Develop specialized databases, manuals, handbooks, administration and finance publications and supporting documents in support of the operational needs of the area.
12. Supervise any part time, contracted temporary employees or student assistants assigned to the area.
13. Provide information regarding policies and procedures to students and the public.
14. Maintain liaison and communication with administrators, staff and all College units on behalf of the Office of Administration and Finance.
15. Assist with the Senior Vice President's appointment calendar and schedule appointments.
16. Perform special projects as assigned by the Senior Vice President.
17. Serve on college/campus committees as assigned.
18. Serve as the liaison for the Office of Administration and Finance in the absence of the Senior Vice President.
19. Assist the Senior Vice President with board item preparation as needed.
20. Assist in the training of department managers and staff regarding the budgeting process and specific college administrative procedures.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Building I (Founders Hall), Ocala Campus

SUPERVISOR OF POSITION: Senior Vice President

Revised 9-22-11
Revised 9-1-05