



OFFICE COORDINATOR, PRINTING SERVICES

SALARY GRADE: [C1-46](#)

DEFINITION:

Under the direction of an assigned supervisor, oversee the activities and functions of the office, including coordination of district-wide printing. Perform a variety of administrative tasks to support the efficiency of day-to-day operations. Coordinate the work of assigned staff.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Coordinate the daily operations of the Printing Services Quick Copy Center, Student Copy Center annex, and the Administration Building Copy Center, include hire and supervision of student and casual employees; maintain financial records and inventory; and reconcile daily revenues.
2. Serve as a liaison between printing services and the community.
3. Compare purchase orders against invoices; check requisitions against available funds; assign codes and numbers to accounts, vendors, and clients according to procedure.
4. Prepare journal entries of Charge-backs; verify transactions; research problems; monitor reports for accuracy.
5. Post and maintain account receivable records from all non-district accounts such as: City of Cupertino, Fremont Union High School, Solano College, College of San Mateo, Cupertino Chamber of Commerce, PC. Stanford Publishing Company, California Association of School Buyers, Learning Resources Association of California Community Colleges, Cupertino School District, and other non-profit organizations.
6. Process checks and cash for bank deposit; insure and adhere to District procedures for cash control and audit accountability.
7. Collect outstanding receivables; interfaces with customers.
8. Maintain open accounts for lease purchase agreements, maintenance, rental agreements, and operating supplies.
9. Develop and disseminate general information to public; serve as a liaison between De Anza College, Foothill, and the District as well as local non-profit organizations.
10. Assist director in developing yearly budgets, monitor budget on a monthly basis; communicate with director regarding fiscal affairs.
11. Relieve the supervisor of administrative and procedural duties.
12. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Principles, practices, and methods of accounting and auditing.
2. Principles and practices of office management.

3. Organization, operations, policies and objectives of assigned office.
4. Modern office practices, procedures and equipment.
5. Record-keeping techniques.
6. Operation of a computer and assigned software.
7. Oral and written communication skills.
8. Correct English usage, grammar, spelling, punctuation, and vocabulary.
9. Interpersonal skills using tact, patience and courtesy.
10. Application of data processing in the maintenance of accounting records and financial administration.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Oversee the activities and functions of an assigned office.
3. Perform a variety of administrative tasks to assure the efficient day-to-day operations of the office.
4. Communicate effectively both orally and in writing.
5. Establish and maintain cooperative and effective working relationships with others.
6. Maintain records and prepare reports.
7. Operate a computer and other office equipment as assigned.
8. Prioritize and schedule the work of others.
9. Interpret, apply, and explain rules, regulations, policies and procedures.
10. Meet schedules and time lines.
11. Plan and organize work.

Education and Experience

Any combination equivalent to:

1. Associate's degree in secretarial science or related field.
2. Three (3) years clerical or secretarial experience.
3. Coursework in accounting.

WORKING CONDITIONS:

Environment:

1. Office environment.
2. Constant interruptions.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling heavy objects up to 30 lbs.

Date Approved: June 29, 2000
EEO Code: H-50