



COORDINATOR, SPECIAL PROJECTS

DEFINITION

Under general direction, oversees the coordination of facilities and operations activities including State Chancellor's Office submissions; coordinates the gathering of information, maintains appropriate records, and prepares vital reports; serves as a liaison to state and federal agencies; provides administrative support to the Director, Capital Construction Program; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Executive Director of Facilities and Operations. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a coordinator class responsible for independently coordinating and implementing facilities and operations activities including oversight of budget, performance, accountability, reporting, and regulatory compliance. The incumbent works on tasks that are varied and complex, requiring the use of considerable discretion and independent judgment in performing assigned work, and/or ensuring the efficient and effective functioning of an assigned program or operational area. Assignments are given with general guidelines and the incumbent is responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

- Coordinates the preparation and maintenance of the State Five Year Capital Improvement Plan, Space Database, and other reports submitted to state and federal agencies.
- Coordinates and/or conducts research and organizes information, evaluates alternatives, makes preliminary and final recommendations, and assists with the implementation of procedural and/or operational changes after approval.
- Keeps the Executive Director of Facilities and Operations apprised of progress towards planning goals; takes corrective action as necessary.
- Prepares and maintains reports and records as required by federal, state, and local regulations and requested by the Executive Director, Facilities and Operations.
- Serves as a liaison for assigned activities to other District staff and external and regulatory agencies; receives and responds to requests for information; develops and presents informational workshops and seminars.
- Maintains District-wide vehicle inventory; identifies replacement needs and researches equipment and pricing; submits recommendations to appropriate administrator for approval; monitors fuel dispensing system.
- Maintains District-wide cell phone inventory; provides assistance to District-wide department coordinators and serves as Facilities and Operations department coordinator.
- Administers online work order system; assigns and deletes users as appropriate; maintains access lists; coordinates and interfaces with vendor on system troubleshooting.

- Participates in overseeing department budgets including budget tracking and reconciliation processes; researches and works with management to resolve budget questions and inconsistencies; monitors and tracks expenditures and revenues.
- Performs a variety of administrative duties in support of the Director, Capital Construction Program and Facilities and Operations department such as maintaining department websites, preparing agenda items, bond list revisions, and related correspondence and documents, and scheduling meetings.
- Attends and participates in District provided training or information sessions; participates in work related conferences as appropriate.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Principles and practices of program coordination including implementation of the goals and objectives and oversight of performance, accountability, reporting, and regulatory compliance.
- Principles and practices of administering facilities planning, projects, and programs, including capital improvement programs.
- Principles and techniques of conducting research, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.
- Principles of budget development and expenditure tracking and control.
- Principles and practices of data collection and report preparation.
- Principles and practices of developing and presenting informational workshops and seminars.
- Basic business arithmetic and statistics.
- Business letter writing and the standard format for reports and correspondence.
- Record keeping and filing systems and methods.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

- 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.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Coordinate and implement facilities and operations activities including oversight of budget, performance, accountability, reporting, and regulatory compliance.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Plan, organize, and carry out assignments from management staff with minimal direction.

- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Develop and present informational workshops and presentations.
- Prepare, review, and present reports and other correspondence and communications in a clear and concise manner.
- Maintain accurate databases, records, and files.
- Perform arithmetic, financial, and statistical computations accurately.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate's degree from an accredited college and three (3) years of increasingly responsible experience in administration of facilities planning, projects, and programs.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions; when working outdoors, employees are exposed to inclement weather conditions, loud noise levels, and dust.

Salary Grade: C1-52

FLSA: Non-Exempt

EEO Code: H-

Board Approved: April 2021