



Job Description

POSITION TITLE:	Coordinator II Operations and Support Services Business Services	#6294
SALARY PLACEMENT:	Management Salary Schedule Range 12	

SUMMARY OF POSITION:

Under the general direction of the Division Director of Operations, perform a wide variety of specialized duties including oversight of property management, loss and control programs, and coordinate agency permits and licensing. Manage, train, and evaluate support staff within the department. Does related work as required.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess an Associate's degree Any combination of formal education or increasingly responsible experience in business administration may be substituted for degree requirements.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess an Associate's or Bachelor's degree in the area of educational administration, public administration, and/ or business administration, or increasingly responsible experience within business administration

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software

Ability to:

- operate a computer
- understand, interpret, and review leases and liabilities
- evaluate, train, and supervise the work of others with minimal supervision
- analyze situations accurately and adopt an effective course of action
- present ideas effectively to individuals and groups, both orally and in writing
- conduct significant personnel functions with minimal direction, accurately, and within scheduled deadlines
- delegate and hold accountable those responsible for carrying out the policies and procedures
- be flexible based on program needs
- write correspondence independently
- establish and maintain cooperative working relationships

Possess:

- excellent interpersonal skills
- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

- word processing skills
- spreadsheet skills
- database skills

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Function as a resource/liaison to provide information and clarification to SJCOE staff and external entities.
14. Attend various work-related conferences and seminars related personnel practices and procedures. Advise county programs and districts of pertinent information.
15. Manage and prioritize multiple and complex tasks. Apply time management skills.
16. Attend to administrative and clerical details utilizing initiative, problem analysis techniques, good judgment, and confidentiality. Assume responsibility and exercise sound judgment.
17. Communicate effectively both orally and in writing.
18. Meet schedules and timelines.
19. Answer telephone calls; handle visitors; receive and relay messages; handle requests for information and assistance.
20. Develop, maintain, evaluate Standard Operating Procedures, and coordinate daily tasks for the Operations department.
21. Develop, maintain, coordinate, and evaluate the loss control program.
22. Assist with management of SJCOE property leases and liabilities.
23. Oversee Vehicle Fleet and Facility Use.
24. Facilitate and implement projects; oversee software programs that pertain to the department. Coordinate agency permits and manages utility accounts for SJCOE (i.e. Cities, Counties, Utility Companies).
25. Assist with the department budget development.
26. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.

5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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