

**Contra Costa Community College District
Classification Specification**

ADMINISTRATIVE PROJECT COORDINATOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-exempt	Professional	Confidential	81	10/01/07	Classified	1 of 2

DEFINITION: The Administrator Project Coordinator oversees complex major administrative tasks, projects or programs in the Chancellor's Office with considerable independence and a high level of discretion, confidentiality, organizational, and analytical ability. Exercises functional supervision over lower level staff.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Conducts complex studies, develops procedures and manuals, and writes complex reports related to policies, procedures, organizational structure, strategic planning, work methods, etc.
- Coordinates the gathering and compiling of procedures, policies, statistical and financial data, and related data.
- Maintain confidentiality regarding collective bargaining and personnel related matters.
- Coordinates major regular and specially funded projects and programs.
- Designs and/or formats new forms, bulletins, and manuals, explains practices, policies and procedures, and, serves as a resource to management and staff on the use of the new materials, policies, and procedures.
- Assists and coordinates the implementation of goals, objectives, strategies and work plans for an area.
- Investigates and makes recommendations to improve operational and administrative policies, procedures, and practices, and, may make presentations to interested groups, administrators, staff and/or the Governing Board.
- Retrieves a variety of statistical, budgetary and related data from on-line systems, schedules and performs downloads of information, and creates and/or prepares a variety of complex reports.
- Performs a variety of tasks in support of the preparation and administration of budgets, including gathering and compiling data, preparing and presenting budget requests through the administrative approval process.
- Serves as a trainer, mentor and lead to lower level staff.
- Schedules work assignments for lower level employees
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge Of: Principles and practices of public administration and large project management; analysis and various complex methods for the presentation of data and ideas; standard and specialized educational and business software; financial record keeping practices and procedures; methods for gathering and presenting general, statistical, and technical data; budget development and expenditure tracking; complex business report writing.

Ability To: Exercise good judgement; effectively oversee the gathering and compiling of complex procedures, statistical, research, planning and financial data, and related supporting documents and materials; prepare clear, concise and complex reports; analyze complex data and draw logical conclusions; exercise initiative and ingenuity in obtaining information and materials; devise effective methods for the gathering, organizing and presenting of complex data and subjects; establish and maintain effective working relationships with staff, students, and the public; provide direction to staff on policies, procedures and practices.

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Education/Training: Equivalent to completion of a BA/BS degree from an accredited college with major course work in business, organizational development, public administration, finance or a related field.

Experience: Three years experience performing professional level data gathering and analysis, overseeing of major projects and programs, and providing management level assistance.

Adopted 10/01/07