



Classification Description

Job Title: Administrative Coordinator, Operations
& Contracts

Pay Grade: 112

Job Code: 3823

FLSA Status: Exempt

Job Purpose

This is responsible, professional work providing executive level administrative support to the Office of the Vice President of Operations. This position assists in the planning and administration within the Operation Divisions College-wide. The responsibilities of this position include, but are not limited to, coordinating and organizing Board of Trustee material submissions, project management, budget monitoring and analysis, and the oversight and maintenance of the administrative aspects of the Office of the Vice President of Operations. This position serves as the contract coordinator and, reviews the terms and conditions of all College purchasing and affiliation agreements and commercial contracts prior to execution. This position also provides administrative support to the Office of Budget and Financial Planning as needed.

General Responsibilities

Essential Functions

Coordinates the accurate and timely completion of both routine administrative department functions and assigned special projects within the Division. Provides technical and administrative managerial support to the Vice President in the daily operations of the division of Operations.

Assists supervisor in both routine and special department projects, which may include statistical and financial analysis, research, data compilation, and report preparation.

Monitors and manages assigned budgets.

Maintains Vice President's calendar, arranging and/or monitoring scheduling for seminars, training, meetings, travel, and related department functions.

Coordinates and maintains departmental filing system, to include supervisor's files, all department records, forms, reports, etc.

Oversees the maintenance of accounting records for department, which may include purchase orders and requisitions, billing, expenditures, revenues, inventory, and payroll.

Supports initiatives originating from the Office of the Vice President of Operations; including, but not limited to, the development of strategies to promote initiatives, writing proposals, chairing or staffing committees, and consultation with administrators or appropriate staff.

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Reviews and makes recommendations to the various Operations division websites to ensure accurate information is presented.

Reviews the terms and conditions of all contracts for the College including, but not limited to, purchasing agreements, construction and vendor contracts, and affiliation agreements. Completes a contract check list for each review.

Makes recommendations on contract language that is in the best interest of the College. Facilitates discussions between contract administrator and vendor. As appropriate, forwards contracts and agreements to the Office of General Counsel for legal review.

Tracks all active contracts and agreements. Provides notifications to contract administrators on upcoming contract renewals and/or terminations.

Develops and maintains communication templates for the cancellation/termination of contracts.

Drafts, proofs and distributes College-wide announcements from the Office of the Vice President of Operations.

Drafts and maintains the Operations division organizational chart.

Serves as the clearinghouse for responses to internal and external audits and works with appropriate staff to handle public information requests directly impacting the division.

Provides analytical support on a broad range of complex issues and resolves or makes recommendations for resolutions.

Supports all divisional efforts to enhance services within the Operations division including, but not limited to strategic planning, research and analysis, and decision-making.

Represents the supervisor at meetings, events and other forums as required.

Coordinates intra- and inter-departmental communications to include, but not limited to, administrator directives, dissemination of College/department policy and procedure, meeting agendas and College-wide announcements from the Office of the Vice President of Operations.

Coordinates with the Office of the President in the preparation, development and assembly of Board materials, presentations for College, public or community organizations, and reports or materials as required by the supervisor.

Analyzes and reviews the performance of administrative functions under charge for the purpose of improving efficiency, maximizing resources, and ensuring accuracy in task performance.

Coordinates with the Operations division department leadership on the submission of new and/or updates to College Operating Procedures (COP) related to the department for approval and ensures the most recent COP's are posted on the website.

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Responsible for managing a centralized system to obtain cabinet approval on College-wide COP's, verifying format, accessibility and coordinating with IT to post on the College's website.

Performs other duties as assigned.

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 duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education in educational leadership, higher education administration, management, business administration or related field.

Three (3) years full-time professional work experience performing administrative functions. Appropriate combination of education and experience may be substituted.

Experience using an enterprise-wide integrated business information system such as SCT Banner.

Experience reviewing contracts and working with legal counsel.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.

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- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: July 28, 2021. Revised: July 1, 2023.