



POSITION DESCRIPTION

CDC Office Coordinator

Position CDC Office Coordinator

Department/Site

FLSA Non-Exempt

Evaluated by

Salary Range 32

Summary

Organizes, coordinates, leads, and performs responsible and complex secretarial and clerical duties for a high volume office such as the Child Development Center. The Office Coordinator has functional responsibility for coordinating clerical support and customer service activities over a large staff of clerical positions.

Essential Duties and Responsibilities

- Organizes, coordinates, assigns, and performs a variety of office activities ranging from enrollment, records, reports to parent participation, referral, and assistance with subsidies.
- Coordinates and performs student parent registration of children into the childcare program and maintenance of up-to-date-records and schedules. Ensures that children are qualified for the program, both financially and health-wise. Ensures that children have immunizations and have met other requirements for enrollment.
- Coordinates with other departments such as CalWORKS, EOP&S, financial aid, and academic sections to share information for student records and status, solve problems, and enhance retention.
- Prepares from rough drafts or verbal instructions, a variety of materials including schedules, letters, memoranda, requisitions, lists, bulletins, reports and statistical data.
- Performs special projects. Assists with research of libraries, business transactions, meeting recollections, employee and student records, etc., to compile reports for administration or to regulatory or governing agencies.
- Prepares numerous periodic reports mandated by funding agencies for financial, program and attendance details. Researches, compiles, and organizes data in formats that are accepted by external agencies.
- Assists in the preparation of annual budgets. Organizes budget and financial material to monitor expenditures and maintains accurate fiscal records for a variety of programs. Maintains files that support budget and expense activity.
- May prepare accounts receivable invoices for services provided by the Center.
- Processes academic and classified payroll information to fiscal services. Maintains accurate absence records and reports with respect to personnel.
- Arranges meetings. Notifies participants, prepares agenda and materials, records minutes and/or recollections, prepares summaries, and distributes as directed.
- Requisitions, receives, stores and distributes supplies and office materials. Maintains materials and equipment inventory.
- Serves as a resource for other Administrative Clerks, filling in to balance workload, solving difficult transactions, and researching files and records to resolve discrepancies.
- Greets visitors, staff, and student parents in person or over the telephone, ascertains nature of business and provides standard information related to area of assignment.
- Provides special assistance to student parents, including those with special needs. May introduce students to other services and college support.



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- Maintains records and files of documents processed for ready access and compiles various reports according to well-defined operating procedures. Maintains confidentiality of private information processed or received during the course of performing assigned duties.
- Provides training and work direction and guidance to clerical staff and volunteers parent participants.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- Knowledge and Skills

- Requires an in-depth working knowledge of the policies, procedures, work practices, and techniques used in the Child Development Center.
- Requires in-depth knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing.
- Requires a working knowledge of the procedures used in accounting, budget, purchasing, and payroll transaction processing, and statistical record keeping.
- Requires a working knowledge of personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, and specialized database software used in education and funding agencies.
- Requires business mathematics skills to compute sums and statistics.
- Requires sufficient skill using the English language, grammar, spelling, punctuation, and proofreading/editing to prepare original correspondence.
- Requires sufficient human relations skills to orient and train team members, convey technical information to others, and use patience in dealing with a diverse population.

- Abilities

- Requires the ability to independently perform all of the duties of the position.
- Must be able to coordinate, organize, lead and perform office, secretarial, and clerical work with speed and accuracy.
- Must be able to interpret, explain and apply District and program policies, rules, and objectives.
- Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.
- Requires the ability to analyze situations and accurately and adopt an effective course of action.
- Requires the ability to communicate positively with parent students, and staff in sometimes confrontational or stressful situations.

Physical Abilities

- Must be able to function indoors engaged in work of primarily a sedentary nature.
- Requires the ability to use near vision to write and to read printed materials and computer screens.
- Requires the ability to use hearing and speech for ordinary and telephonic conversation and to hear sound prompts from equipment.
- Requires ambulatory ability to sit, often for long periods of time, move about campus locations, and to reach work materials.
- Requires manual and finger dexterity to type/keyboard and/or operate mouse and/or otherwise operate a microcomputer and other equipment.



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Education and Experience

- A high school diploma, or the equivalent, and three years of pre-school operations experience.

Licenses and Certificates

- May require a valid driver's license.

Working Conditions

- Work is performed in an office environment with minimal exposure to loss-time accidents. The office supports a high volume of activity and is dominated by interruptions and conversational noise.