



Staff Job Description

DATE	POSITION #	POSITION TITLE
3/20/2019	FA9587	FT Admin – Technical Careers Operations Coordinator

DIVISION	DEPARTMENT	PAY TABLE/LEVEL/GRADE	REPORTS TO:
Technical Careers	Division Office	Admin III	FA9677

STATUS: Please select the appropriate boxes that apply.

Regular/Continuing: <input checked="" type="checkbox"/>	Bargaining Unit: AFT	Non-Bargaining: <input type="checkbox"/>	Provisional/Grant Funded: <input type="checkbox"/>	Temporary/Limited Duration: <input type="checkbox"/>
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Individual Position: <input checked="" type="checkbox"/>	Full-Time (40 hrs/wk): <input checked="" type="checkbox"/>	Part-Time: <input type="checkbox"/> ____ Hrs/Week	Pooled Position: <input type="checkbox"/>	Type here # of Employees if this position is pooled.
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JOB SUMMARY: This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.

In collaboration with the Associate Dean and Technical Careers Division Leadership Team, lead the management of Program and Department budgets and expenditure processes to ensure that required college policies and procedures are properly managed to ensure compliance. Coordinate the tracking of college and various divisional budget processes including responsibility for monitoring supply and materials budgets as well as Perkins budgets. Provide information on the various labor, supply, and equipment budgets by effective documentation and data tracking mechanisms so that timely management reports are available. Responsible for the purchasing card process for the Division’s cardholders by making decisions on the proper use of FOAPALS, assist program staff with the proper management of expense reports, and other financial process oversights as required. Provide leadership to Divisional and program staff to ensure that financial transactions adhere to college policy.

Direct, administer and monitor employment functions for the Technical Careers Division including vacancy process, hiring, orientation, tracking of required college and division training, mentoring, evaluation/review, change of status, and termination processes. Be knowledgeable of labor agreements to ensure Technical Careers Division leadership work within the established parameters. Coordinate tracking of various College and Divisional processes such as non-instructional work, absences, required trainings, and evaluations/reviews for all Technical Careers Division faculty and staff. Facilitate effective communication within the division and college offices to ensure efficient and timely projects dealing with employment, performance review, budget, and special projects. Maintain procedures to properly on-board all new Division employees, organization charts and employee files for the Division.

DIRECT REPORTS: If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised).

Type here

ESSENTIAL DUTIES AND RESPONSIBILITIES: Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grand fund expenditures to balance monthly budget). "Other duties, as assigned," are implicit in all position descriptions.

%	NO.	Essential Duties and Responsibilities
60	1	In collaboration with the Technical Careers Dean and Associate Dean with the responsibility of the Division, Program and Department budgets and expenditure process such that finance services are clearly identified and communicated to appropriate divisional staff. Lead the coordination of extracting and compiling data to assist Technical Careers Division leadership with the development and management of labor budgets. Work with Finance to ensure accuracy of organization, departmental, and position budgets as well as effective tracking of divisional expenditures. Responsible for the purchasing card process for the Division's cardholders. Provide leadership and management to the Departments for ensuring the proper processing of invoices, expense reports, tracking processes, and use of proper FOAPALS when working on special projects. Provide leadership to the program staff in creating, processing and tracking requisitions, identifying appropriate documents needed and obtaining the necessary approvals for major equipment and Perkins Grant purchases. Provide reports to Technical Careers Division leadership and ensure that compliance with college and divisional purchasing policies are adhered.
40	2	Administer the Division's employment function to ensure the processes are proactive, effective, consistent, efficient and provide quality customer service including but not limited to: position requests, job descriptions, hiring, orientation, mentoring, payments to employees, and termination. Manage division efforts for new and vacant position approvals, create and monitor postings, provide assistance coordinating activities of search committees. Develop and implement procedures to track the review of all job descriptions within the Division and make edits as needed. Provide counsel to the Associate Dean and other divisional leaders on processes and issues through weekly meetings and individual consultation to establish and assure compliance with College policies and procedures.
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	10	Type here

CORE COMPETENCIES: Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.

Knowledge:

- Knowledge of LCC software systems and access requirements
- Knowledge of process development and improvement
- Knowledge of employee contracts
- Knowledge of instructional procedures and processes

Communication

- Mediation and conflict resolution skills
- Effective interpersonal communication skills
- Ability to interpret and translate information and communicate it to others
- Ability to communicate effectively verbally and in writing (to inform and influence others)



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Problem Solving

- Effective team-building, coaching and counseling skills
- Ability to analyze data to develop new techniques and processes
- Ability to evaluate division operational needs and formulate solutions that can be implemented within college systems
- Ability to analyze situations and resolve them based on law, contracts and/or College practice and procedures
- Ability to find creative solutions to human resources problems

Leadership

- Ability to lead divisional policy development and implementation
- Ability to lead participatory development and improvement of processes
- Ability to provide human resources leadership and counsel
- Model concepts of customer service
- Model ethical and professional behavior, especially confidentiality of information

EDUCATIONAL/EXPERIENCE REQUIREMENTS: Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.

Required

- Bachelor's Degree or higher from a regionally accredited institution of higher education or combination of education and relevant work experience
- Knowledge of and experience with the employment processes required
- Effective written and verbal communication skills
- Commitment to providing excellent customer service
- Experience with software such as Microsoft Office Suite
- Knowledge of budgets and accounting processes and procedures

Preferred

- Experience with coordination of hiring and termination procedures, performance review tracking, new employee orientation, and training
- Experience with college and divisional policies, processes, and procedures
- Experience with Banner and Argos
- Experience in educational institutions

PHYSICAL AND MENTAL REQUIREMENTS: Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position's functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Go to the ADA Checklist

WORK ENVIRONMENT: Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Go to the ADA Checklist

SIGNATURES

Supervisor's Name: Type here

Supervisor's Signature: _____ **Date:** _____

Dean/ELT's Name: Type here

Dean/ELT's Signature: _____ **Date:** _____

HR Rep: Sydney Glasscoe

HR Rep Signature: *Sydney Glasscoe* **Date:** 4/26/19



Staff Job Description

ADA COMPLIANCE JOB DESCRIPTION CHECKLIST *(The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to eh essential job duties for the attached job description.)*

Position #: Type here

Date: Click or tap to enter a date.

Supervisor's Position #: Type here

Materials Used:

- Computer keyboard, mouse, screen
- Various software
- Telephone, cell phone, mobile device
- Paper and pencil/pen
- Projector or other audiovisual equipment
- Copier, scanner, fax
- Carpentry equipment
- Electrical equipment
- Plumbing equipment
- Other: Click or tap here to enter text.

Mental Functions:

- Comparing (compare/contrast data, people, other data)
- Synthesizing (combine data, concepts, interpretations)
- Computing (math calculations or carrying out formula operations)
- Compiling (gathering, classifying, evaluating data, people, other data)
- Copying (entering, posting, transcribing data)
- Analyzing (examining, testing data, presenting alternatives)

Audio/Visual/Aural Functions:

- Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)
- Hearing (receive details through oral communication, make fine differences in sound with other sound interference)
- Near acuity (at 20 inches or less when accuracy is essential)
- Far acuity (more than 20 inches when day and night/dark conditions are essential)

- Depth perception (3 dimensional vision, judge distances, space)
- Color vision (distinguish colors)
- Field of vision (up/down and right/left)
- Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

Movement, Strength, Repetition Functions:

- Climbing
- Kneeling
- Reaching
- Balancing
- Crouching
- Grasping
- Stooping
- Crawling
- Picking/Typing/Keyboarding
- Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)
- Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)
- Medium (exert 21-50 lbs of force, walk/stand frequently)
- Heavy (exert 51-100 lbs of force, walk/stand routinely)
- Very Heavy (exert over 100 lbs of force, walk/stand routinely)

Environmental Conditions

- Weather (rain, snow, wind)
- Extreme cold (inside, outside)
- Extreme heat (inside, outside)
- Confined/restricted spaces
- Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)
- Vibrations
- Extreme noises