

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CAMPUS OPERATIONS SPECIALIST II

BASIC FUNCTION:

Under the direction of an Executive Dean, provide overall administrative support for the Lake or Woodland Campus coordinating communications with staff and the public; maintain budget for the Campus and special programs.

DISTINGUISHING CHARACTERISTICS:

The Campus Operations Specialist II serves the larger and more comprehensive Woodland and Lake sites with coordination responsibility for other site personnel while serving as administrative assistant to an Executive Dean. The Campus Operations Specialist I serves the Colusa site which operates with an on-site Academic Coordinator and serves a relatively small population or serves the Beale Air Force Base program and independently coordinates the activities of the program including coordination with military representatives.

REPRESENTATIVE DUTIES:

Assist the Executive Dean in assuring transmittal of information to facilitate operation of the Campus; contact staff, faculty and administrative personnel on other campuses to transmit or request information as required. (E)

Compose correspondence independently to communicate information necessary to properly operate the campus. (E)

Maintain campus budgets including special programs and contract instruction; establish the individual books for administration and instructor's accounts; post expenditures to appropriate accounts; make adjustments to amounts as necessary; monitor budgets periodically and prepare adjustments as necessary; coordinate the physical plant maintenance; communicate with Marysville maintenance staff and on-site maintenance employees to resolve unscheduled maintenance problems and requests. (E)

Provide for Campus security coordination; coordinate upgrade and maintenance of security alarm system and interface with law enforcement agencies as necessary; oversee student security workers and monitor campus safety, reporting hazards and taking corrective measures. (E)

Schedule classes as assigned by the position; coordinate with main campus personnel in the preparation of the schedule of classes; submit and monitor course changes; assign classrooms; monitor and update policy and procedure information. (E)

Coordinate public events calendar, budgets and contracts. (E)

Coordinate public relations including press releases and community liaison activities of the Executive Dean. (E)

Interface with the District matriculation and transfer coordinators to implement policies and procedures and schedule testing/orientation/counseling sessions as assigned by the position. (E)

Create and coordinate advertising and press release information with newspaper, radio and TV stations; promote special campus and student events. (E)

Coordinate the Peer Advisor Program as assigned by the position; coordinate recruitment, selection and training of student peer advisors. (E)

Assist other classified staff in student services in the overall coordination and performance of duties as necessary to assure the smooth operation of the site operations. (E)

Communicate with District Personnel office to obtain information for faculty and staff; prepare personnel forms to request hiring and other forms for new employees; maintain office personnel records as assigned. (E)

Perform related duties as assigned.

KNOWLEDGE OF:

District organization, operations, policies and objectives.

Record-keeping techniques.

Overall site operating policies and procedures.

Transcription and computer skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Laws, rules, regulations, policies and procedures relating to site operations with emphasis on instructional and students services areas.

Modern office practices, procedures and equipment.

ABILITY TO:

Assist in coordinating and supervising site operations and activities.

Analyze situations accurately and adopt an effective course of action.

Perform specialized clerical and technical duties related to site services.

Work under diverse situations.

Work cooperatively with others.

Operate a variety of office equipment including a computer terminal.

Meet schedules and time lines.

Maintain records and prepare reports.

Work confidentially with discretion.

Work independently with little direction.

Plan and organize work.

Interpret and explain laws related to assigned functions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in business or related field and three years increasingly responsible general business or clerical experience in a private industry or education field.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.