

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CAMPUS OPERATIONS SPECIALIST I
AUTHORIZED POSITION: CLASSIFIED
ASSIGNMENT LOCATION: COLUSA COUNTY OUTREACH FACILITY

BASIC FUNCTION:

Under the direction of the the site administrator or designee, provide a variety of administrative support to the outreach site; coordinate registration, assist in developing the schedule, provide liaison to students, staff and the community and coordinate public relations between the College and the community.

DISTINGUISHING CHARACTERISTICS:

The Campus Operations Specialist II serves the larger and more comprehensive Clear Lake and Beale sites with coordination responsibility for other site personnel while serving as administrative assistant to an Executive Dean or Dean. The Campus Operations Specialist I serves an outreach facility which may operate with an on-site Academic Coordinator and serves a relatively small population and independently coordinates the activities of the program including coordination with community representatives.

REPRESENTATIVE DUTIES:

Provide for the coordination of administrative and student services support activities for the site. (E)

Assist in developing the site schedule; input the schedule and maintain schedule changes, additions and cancellations. (E)

Maintain facility schedule with four District sites and other outreach facilities; provide request for facility, schedule the facility and billing of the facility. (E)

Schedule appointments and maintain confidential files and counseling schedules for the on-site Counselor. (E)

Serve as a liaison to the media staff and students; provide registration for students for regular and community education classes. (E)

Reconcile, prepare and document bank deposits for registration, book sales and community education classes.(E)

Place orders for textbooks for site staff in accordance with District policy; coordinate with the bookstore for on-site textbook sales. (E)

Provide and maintain course descriptions for staff; maintain other academic support schedules and facility arrangements. (E)

Prepare and compose a variety of correspondence and reports; communicate with community, staff and students regarding a variety of administrative, academic and students services issues. (E)

Prepare statistical and financial reports as directed. (E)

Coordinate and provide placement examination testing.(E)

Provide work direction and guidance to other personnel including work study students, financial aid and transfer center students.(E)

Provide a variety of other support services required for the proper administration of the operation of the outreach facility.

Perform related duties as assigned.

KNOWLEDGE OF:

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

Modern office practices, procedures and equipment

Correct English usage, grammar, spelling, punctuation and vocabulary

Interpersonal skills using tact, patience and courtesy
Principles and practices of supervision and training
District organization, operations, policies and objectives
Record-keeping techniques

ABILITY TO:

Coordinate 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 cooperatively with others
Operate a variety of office equipment including a computer terminal
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 two 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.