



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
COORDINATOR, RESOURCE CENTER	CLASSIFIED	GRADE: O MONTHS:
BOARD POLICY REFERENCE: 2007/2008 CLASSIFICATION REVIEW		Board Approved: 02/10/09

JOB DESCRIPTION:

Under direction, plan and organize the daily functions of the Resource Center, which provides District-wide professional development resources, services and other support to faculty, staff and administrators; serve as lead worker to other classified staff in the area; supervise student assistants; and perform related work as required.

SCOPE:

The Coordinator, Resource Center develops and promotes events and programs that serve the professional, educational, and training needs of District employees; provides resource materials to faculty, staff, and administrators; and monitors staff development budgets.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Coordinates faculty and staff professional development training options.
2. Coordinates District-wide Professional Development Days program that includes designing and producing promotional materials; coordinating events and activities; organizing presenters; managing faculty attendance, and ensuring compliance with State guidelines.
3. Monitors State Staff development budget, which includes gathering and compiling data for Chancellor's Office Expenditure Report, reviewing proposals and advising faculty, administrators and staff on State and District policies.
4. Coordinates with various campus departments as appropriate to ensure efficient operation of events.
5. Consults with faculty, administrators and staff on policies and procedures related to District and state requirements.
6. Coordinates Resource Center activities and events such as New Faculty Orientation and develops public relations materials.
7. Develops and monitors multiple budgets; ensures compliance with District policies.
8. May attend state and national conferences; may serve on state committees to provide representation for the College and its services.
9. May serve as Chair or Co-Chair on District-wide staff development committees.
10. Develops and monitors systems to track staff development events and activities.
11. Serves as a lead worker to other classified staff in the Resource Center.

EMPLOYMENT STANDARDS

ABILITY TO:

Coordinate, plan and organize the activities of a comprehensive Resource Center; perform difficult, complex and detailed clerical and administrative work with accuracy and speed; work under pressure to meet deadlines; analyze situations accurately and take appropriate action; identify problems and recommend solutions; compose correspondence and accurate reports with minimal guidance and direction; communicate effectively in English; follow and give oral and written directions; act as a lead worker to other Classified staff in the area; supervise student assistants and short-term, non-continuing employees; interact with faculty and the public in a helpful, courteous and friendly manner; develop and maintain clerical and statistical records; work independently with a minimum of supervision; interpret, apply and initiate District policies and procedures; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Staff development and training trends in higher education; basic public speaking, basic marketing principles, practices and techniques; modern office methods and practices including filing, proofreading, formatting, report writing and basic bookkeeping and fiscal management; proper English usage, spelling, vocabulary, and grammar; operation of personal computer software programs including word processing and spreadsheet tools, calculators, adding machines and other standard office equipment; proper reception and telephone etiquette.

Preferred additional knowledge: AB 1725 Faculty & Staff Development funding requirements (may be acquired on the job).

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Associate's degree.

Experience:

Four years of increasingly responsible related experience.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.