



Cañada College ♦ College of San Mateo ♦ Skyline College

---

## **Business Operations Program Coordinator**

A Classified Position

[Grade 27 – Salary Schedule 60](#)

---

### **A. General Statement**

Under direction of the Vice President of Administrative Services, the Business Operations Program Coordinator position assists in a variety of business operations support in the Business Operations department. The coordinator oversees the campus Professional Development Budgets under direction. Assists in designing and monitoring systems to track professional development activities for the college, including budgets, and expenditures while helping interpret and applying college and district policies and prescribed procedures for participants.

The program coordinator oversees logistical planning for professional development trainings, college internal events, workshops and related activities including but not limited to helping facilitate proposal requests including identifying facilities and labor needs and helping develop a balanced budget with initiators for all internal events. The program coordinator works in collaboration with the facilities coordinator. The coordinator is responsible for tracking and reconciling employee conference requests and reimbursements for all activities and insuring college and district policies and prescribed procedures for participants are followed.

A high degree of independent judgment is required to serve as a technical resource person within the scope of the assignment. Consequences of errors in judgment could be costly in employee time; however, supervisory controls and well-prescribed procedures limit the risk of serious errors. Public contact is extensive and can include students, staff, other educational institutions, community and business representatives, governmental agencies and the general public, for the purpose of exchanging information about processes, procedures, timelines, and account status and budget issues as well as event planning guidelines and procedures. The Program Services Coordinator can lead the work of student assistants, proctors, and other staff as assigned.

### **B. Duties & Responsibilities**

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Develops and monitors systems to track all professional development events and activities

2. Coordinates and monitors all faculty, staff, and manager's Professional Development budgets and monitors expenditure of funds in compliance with all federal and state laws affecting Professional Development funding as well as in accordance with District/College processes and procedures.
3. Leads reconciliation of all professional development funding for employees and events
4. Serves as member of all professional development committees to provide budget information
5. Manages professional development financial resources including oversight of purchasing of supplies, marketing materials, and other items in accordance with budget allocations
6. Manages all employee conference requests and reconciles conference expenses with employee, employee's department, college business office and district office
7. Leads and organizes college internal event planning with key personnel and departments in collaboration with facility rental office
8. Develops pro forma budgets with event requesters for each college internal event and help identify possible funding sources. Assists requesters in drafting proposals/internal contract for events including dates, facilities, labor needs, and budget in collaboration with college business office
9. Following planning guidelines, helps establish timeline for events, reviews insurance and other liability needs, and helps identify facilities campus service needs; campus public safety; public relations; and other event planning needs in collaboration with college business office
10. Insures all college/district policies are adhered to for events on campus
11. Works with facility rental office and business office to insure all contracts and supporting documents are compliant and in place for activities on campus
12. Exchanges information with staff, other educational institutions, community and business representatives, vendors, governmental agencies and the general public regarding on campus event planning
13. Directs and coordinates the work of student assistants, and other staff as assigned
14. Researches and compiles statistical, narrative, financial, demographic and other data for regular and special reports to track professional development activities and internal event activities
15. Enters, modifies and retrieves online data
16. Uses a variety of software to compose, format and prepare correspondence, memoranda, publicity materials, surveys, brochures, flyers, bulletins, reports, presentations, and other materials
17. Sets up and maintains confidential and other files
18. Performs other related duties as assigned

### **C. Requirements**

1. Bachelor's degree in business administration, sociology, human resources, or a closely related field or equivalent combination of education and experience
2. Extensive public contact experience that has demonstrated respectful and sensitive communication with people at various levels within an organization who are diverse in their cultures, language groups and abilities
3. Experience with program planning, implementation, and evaluation
4. Experience with training and leading the work of others
5. Experience with research, formatting, assessment and preparation of data for reports and other materials
6. Experience with the use of a variety of computer software to track and monitor data
7. Demonstrated skills in oral and written communication, including public speaking
8. Demonstrated skill in multi-tasking, prioritizing workloads, and working independently
9. Demonstrated skill in working as part of a customer service team
10. Must possess a valid California driver's license

OR

An equivalent combination of education and experience

#### **D. Physical/Other Requirements**

This classification requires individual, small and large group interaction; patience, tact and sensitivity; good memory and attention to details; multiple-tasking and prioritization; flexibility and adaptability; data analysis and comparison; oral and written communication; and team work in order to perform the essential functions.

#### **E. Knowledge, Skills & Abilities**

1. Knowledge of specific program and related college services available to students and other potential participants
2. Knowledge of applicable and available community, business, governmental and educational resources
3. Skill in oral communication, including public speaking
4. Skill in written communication
5. Skill in short- and long-range program and event planning, program and event implementation, coordination and evaluation
6. Skill in interviewing, assessment and evaluation
7. Skill in sensitive, respectful and effective communication of people of diverse cultures, language groups and abilities
8. Skill in establishing and maintaining effective and efficient working relationships
9. Skill in research, compiling and formatting a variety of data for reports
10. Skill in use of the Microsoft Office Suite and web-based content management systems
11. Ability to work effectively as part of a customer-service team