

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

OFFICE COORDINATOR

DEFINITION

To perform specialized clerical and secretarial work requiring detailed knowledge of a department's procedures, policies, and precedents; to supply information involving facts and interpretations; responsible for insuring office functions efficiently and effectively; and to do related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level administrative staff. Reports directly to the department Director.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Performs the processing, recording, and filing of a variety of documents involving administrative procedures; performs technical work requiring a thorough knowledge of departmental policies and procedures; maintains calendar and information for the Director's needs; monitors budget accounts and keeps the Director and supervisors informed of current status of departmental accounts; obtains computer information and listings as requested by the Director and supervisors; processes and records invoices and requisitions; prepares personnel requisitions and changes; processes overtime, mileage reimbursements, time exceptions, and any change of status for employees; maintains current departmental equipment inventory with annual publication of listing; provides computer reports of repairs and costs; verifies account codes and funds available for all sections; composes, edits, and prepares correspondence, bulletins, and reports; answers questions from other departments, schools, and general public concerning application of policies and procedures; maintains office materials and supplies. Responsible for all office functions. Performs related duties as assigned.

QUALIFICATIONS: Fifty (50) words per minute typing skill.

Knowledge and Abilities: Knowledge of modern office practices and procedures; knowledge of rules, regulations, programs, and policies; knowledge of unit policies and procedures and technical terminology; ability to establish and implement office procedures to the specific or changing organizational needs; ability to effectively meet district personnel and the public in situations requiring tact and poise; ability to

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
Office Coordinator (Continued)

Knowledge and Abilities (Continued)

learn, interpret, and apply rules and written directions to specific situations; ability to operate computer terminal; ability to type fifty (50) words per minute from clear copy; ability to understand and follow oral and written instructions; ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to communicate effectively, both orally and in writing. Ability to work effectively in the absence of supervision.

Experiences and Training Guidelines:

Experience:

Two years of increasingly responsible clerical and secretarial experience.

Training:

Equivalent to completion of the twelfth grade supplemented by specialized secretarial or business school courses.

Reviewed and Agreed to by:

Incumbent: _____ Date: