

Administrative Services Coordinator - TC-3 Tompkins County

Department: Tompkins Cortland Community College

Classification: Competitive

Labor Grade: TC3 Grade of J

Approved: 0

Revised: 5/91; 4/13

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience which must have been in a responsible office management or senior level clerical position; **OR**

(b) Graduation from high school or possession of a high school equivalency diploma **AND** six years of full-time paid (or the equivalent part-time and/or volunteer) experience in a responsible office management or senior level clerical position; **OR**

(c) Any combination of training and experience equal to or greater than that listed in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for overseeing the fiscal and operating affairs of the College Services Division. Duties include, but are not limited to, insurance administration, program planning and evaluation budgeting, fiscal management and record keeping. Work is performed in accordance with policies and objectives outlined by the Dean of College Services with wide leeway allowed for the exercise of independent judgment in applying policy to specific cases. Supervision is exercised over student assistants. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Assists in the formulation of policies and procedures for the administration of the division;
Plans, directs and coordinates various functions for the division;
Assists the Dean in matters related to administration, budget, personnel and college procedures;
Makes budget studies and assists in the preparation of the total budget;
Maintains contacts with all departmental units, with other departments and with community groups and county legislative bodies in areas of professional responsibility;
Interprets College bulletins, directives and procedural material within the area of responsibility and develops administrative procedures to implement them;
Makes feasibility studies of administrative changes to improve operations;
Assists in the coordination of line and staff functions within the department;
Advises college personnel on problems;
Approves or disapproves leave requests and key requests;
Develops office systems for accumulating information for a variety of reports;
Attends meetings for the Dean of College Services;
Assists the Dean in carrying out specialized services in the department.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current principles and practices of business administration, accounting and budgeting;
Thorough knowledge of office terminology, procedures and equipment;
Thorough knowledge of business arithmetic and English;
Good knowledge of the organization, functions, policies and regulations of the Community College and the Division of College Services;
Ability to handle routine administrative details independently;
Ability to train and supervise student assistants;

Ability to understand and carry out complex oral and written instructions;
Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;
Ability to compose letters, memoranda and reports;
Ability to perform close, detail work involving considerable visual effort and strain;
Good judgment in solving complex clerical and administrative problems;
Tact and courtesy;
The employee's physical condition shall be commensurate with the demands of the position.

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