

MASTER SPECIFICATION

JOB INFORMATION

<i>Date:</i>	1/17/2018 6:08:01 PM
<i>Official Title:</i>	Operations Coordinator Master
<i>System Affiliation:</i>	
<i>Employee Category:</i>	
<i>Pay Grade:</i>	Pay Grade 4
<i>Scheduled Hours</i>	
<i>Job Code:</i>	323405
<i>Job Family:</i>	Administrative Support

JOB SUMMARY

The Operations Coordinator plans, develops, and coordinates the daily operations of a project, program, facility, office or service area of an assigned unit of the institution.

NATURE OF WORK

Typically assigned to an academic, administrative, service, athletic, or curatorial unit of an institution, the Operations Coordinator is responsible for ensuring the efficiency and completion of the day-to-day programmatic/service plans and operations of the area to which assigned. Additional responsibilities typically includes supervising and directing the work activities of all assigned staff. Job responsibilities require the ability to communicate effectively and interact with both internal and external program/project stakeholders to build support. Results are defined by department leadership and the institution's mission, vision and strategies. Work is performed under immediate supervision; existing practices are used as guidelines to determine specific work methods. Problems faced in this position are often varied and complex, requiring analysis or interpretation of the situation. Decisions have significant, broad implications for the management and operations of a unit or area within a department, and may contribute to business and operational decisions that affect the division/entire institution.

Distinguishing Characteristics

Examples of Duties

Essential Functions

- Coordinates the day-to-day operations of the project, program, facility, office, or service area to which assigned; assists in developing and monitoring project/program budget.
- Establishes and maintains a record-keeping system for the program, project, or office to which assigned; enters data into records and/or system databases as appropriate.
- Initiates contractual agreements between the unit of the institution and outside agents, for supervisor's review and approval.
- Arranges meeting facilities, set-up requirements, and billing revenue lines.
- Supervises all assigned staff, including planning, assigning and approving work; rewards/disciplines; interviews/selects/trains (or effectively recommends); prepares evaluations/reviews of employees.
- Effectively recommends for major purchases of supplies for the area to which assigned, in support of programmatic and operational needs.
- Evaluates and assesses staffing needs and recommends changes to supervisor.
- Audits accounts for compliance as well as monitors revenues and expenses; may have budget authority to change, modify, and transfer funds.
- Prepares various financial reports and cost studies as directed.
- Performs other job related duties as assigned.

Additional Responsibilities

May prepare and negotiate contracts, and monitor progress and ensure completion of such contracts, maintain appropriate records.

Additional Responsibilities

May write, produce, and prepare advertising/promotional materials such as letters, flyers, schedules, and brochures.
May work with potential donors or perform other developmental activities as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Education Level	Field of Study	Req	Pref	And/Or
Bachelor’s degree	Related field	X		

Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X	
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Work Experience

Experience	Experience Details	Req	Pref
2 year +	Increasingly responsible and related coordination and administrative support experience	X	

