

Job Description/Title: Division Office Manager
Approved, Bargaining Unit President: Reclassification Committee 4/14/15
Approved, MPC Associate Dean, Human Resources: 4/14/15
Board Approved: 6/24/15

MONTEREY PENINSULA COLLEGE

DIVISION OFFICE MANAGER

Job Summary

Under general direction, perform a wide variety of complex and responsible support and technical activities related to the responsibilities of a specific division. Receive minimal supervision and make routine decisions within a broad framework of standard policies and procedures. Coordinate the division's activities, perform office management duties; exercise good judgment and problem solving skills in the application and execution of the division decisions and procedures; explain college policies, procedures, standards and requirements; establish and maintain good public relations with staff, students, and the community at large.

EXAMPLES OF FUNCTIONS

Essential Functions

Depending on assigned area, Essential Functions may include, but are not limited to the following:

1. Provide complex and routine office, technical, and administrative detail work for faculty and staff which may include but is not limited to: production of reports and documents, including statistical reports, flyers, mailing lists, posters, manuals, letters, memos, minutes, and other items using a variety of computer software. Process tests, quizzes, and course syllabi as requested. Set up and maintain electronic and hardcopy files of all division documents including curriculum.
2. Process administrative details not requiring the immediate attention of the division chair and supervisor; meet with instructors and directors to facilitate instructional needs. Initiate projects as needed.
3. Serve as a source of information regarding the policies and procedures of Monterey Peninsula College and the division and how they are applied. Serve as liaison with administrative offices, on and off campus organizations, and students.
4. Provide introduction and orientation to all new members of the division.
5. Coordinate division schedule building process which may include but is not limited to: coordinating course offerings with each department, reviewing submitted information for accuracy; preparing division course schedule for input into the management information system; entering and updating semester's courses; proofing and editing the final publication copy; monitoring and updating semester's courses as needed throughout the semester.
6. Assist faculty in the process of developing new courses and programs; monitor progress through the approval process.
7. Enter information and prepare documents that are used to produce adjunct faculty and full-time faculty overload notices of employment; calculate teachers' load units (TLU's); prepare and maintain history records, calculate assignment to ensure that adjunct faculty do not exceed load limit.
8. Coordinate assignment of classroom use; post notices of room changes and cancellations; coordinate key distribution.

9. Coordinate and assist faculty with the textbook ordering process; liaison with bookstore and publishers; order materials from publishers for faculty.
10. Prepare and edit material for inclusion in the college catalog, including new courses and changes; proof for accuracy.
11. Operate standard and specialized office equipment including but not limited to personal computers and software. Demonstrate correct usage, maintain supplies, schedule repair and perform trouble- shooting activities.
12. Coordinate and implement a variety of programs and services both on and off campus that are specific to the business of the assigned division, including program review.
13. Facilitate non-standard examination process for make-up exams, pre-requisite challenges and supportive services accommodations by explaining the process, scheduling appointments and proctoring tests.
14. Monitor and review a variety of data for completion and conformance with established regulations and procedures.
15. Assist in the development of and maintain division budgets, including but not limited to instructional supplies, equipment repair, purchasing, maintenance agreements, student help, and classified employees; provide budget management assistance to departments in assigned division as needed. Manage division office budget.
16. Maintain a supply of commonly used office and instructional supplies, and order as necessary.
17. Coordinate preparation and hosting of workshops and meetings.
18. Facilitate mail, package,/ and print shop service to division.
19. Coordinate the process of students' evaluation of faculty.
20. Train and coordinate student workers.

Other Duties

1. Perform other related duties, as assigned, which may include posting notices of instructor and staff absence, assisting supervisor with special projects and other duties related to the business of the assigned Division.
2. Participate on committees as required.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training that would indicate possession of the required knowledge, skills and abilities listed herein. For example: completion of approximately two years of college level course work, or the equivalent, in office administration or a related field, and three years of administrative experience providing advanced knowledge and skills in current and efficient office procedures and management techniques.

Knowledge

Knowledge of: general functions, policies, rules and regulations of a complex organization such as a community college; budget processes, current office methods and practices including filing systems, receptionist and telephone techniques; a variety of word processing, spreadsheet and database programs as needed to fulfill the requirements of the job.

Abilities

Ability to: understand and independently carry out complex oral and written instructions; prioritize and do several tasks simultaneously; accurately and efficiently use a variety of word processing, spreadsheet and database programs to create and produce letters, reports, spreadsheets and other documents as needed to fulfill the requirements of the job; learn and successfully use new software programs as required to fulfill the requirements of the job; use appropriate and correct English spelling, grammar, and punctuation; perform mathematical calculations with speed and accuracy; learn and successfully apply office policies and procedures; analyze situations and make decisions on procedural matters without immediate supervision; communicate effectively in both oral and written form; efficiently use a variety of office equipment as needed to fulfill the needs of the job; maintain security and confidentiality of records and information; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

Physical Effort/Work Environment:

Light to moderate physical effort; occasional standing and walking; periodic handling of lightweight parcels of up to 15 pounds. Indoor work environment.