

**Job Description/Title:** Unit Office Manager, Public Safety Training Center

**Approved, Bargaining Unit President:** 10/17/2014

**Approved, MPC Associate Dean, Human Resources:** 10/17/2014

**Board Approval Date:** 11/19/2014

## **MONTEREY PENINSULA COLLEGE**

### **UNIT OFFICE MANAGER, PUBLIC SAFETY TRAINING CENTER**

#### **Job Summary**

Under general direction, perform a wide variety of support and technical activities related to the responsibilities of the Public Safety Training Center (PSTC). Receive minimal supervision and make routine decisions within a broad framework of standard policies and procedures. Facilitate the PSTC activities, provide assistance to PSTC instructors and staff, perform office management duties; prepare all instructional service agreements and contracts for academic services; exercise good judgment and problem solving skills in the application and execution of the policies 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**

Essential Functions may include, but are not limited to the following:

Oversee and arrange special functions at the PSTC with Monterey campus staff, including but not limited to, student registration, financial aid, academic counseling, and other supportive services. Assist in establishing schedules and methods for providing services to students at the PSTC; serve as a source of information regarding policies and procedures; travel to Monterey campus as required.

Provide routine office, technical and administrative detailed work for the Director of PSTC, faculty and staff including special projects, production of documents, including flyers, mailing lists, posters, manuals, letters, memos, certificates, and other items using a variety of computer software. Receive visitors and answer phones. Attend and take meeting minutes. Coordinate work flow and work schedules of office staff and volunteers. Maintain and order office supplies.

Prepare instructional service agreements and contracts for academic services and provide information and assistance to contract agencies/vendors regarding the procedures, terms and conditions relating to enrollment period, student reimbursement fees, number of class hours sufficient to meet stated objectives, evaluation of academic service contract instructors, verification of final rosters in the source documents per education program guidelines established by Chancellor's office for Instructional Service Agreements in California Community Colleges. Update the institutional electronic schedule to include proper codes necessary to satisfy state requirements to include FTES data.

Coordinate schedule building process which may include but is not limited to: coordinating course offerings, reviewing submitted information for accuracy; preparing course schedule for input into the database; entering and updating semester's courses; proofing and editing the final publication copy; monitoring and updating semester's courses as needed throughout the semester. Assist vendors regarding new course outlines and course revisions. Coordinate submittal of course materials with agencies including the CA State Fire Marshal Office.

Enter information into district database and prepare documents that are used to produce faculty notices of employment; calculate teachers' load units (TLU's); prepare and maintain history records, calculate assignment to ensure that adjunct faculty do not exceed a 67% load.

Facilitate the instructional needs of instructors; coordinate the use and delivery of audio-visual equipment or other specialized equipment for instructors; maintain current instructional equipment inventory lists; request repairs and replacements. Prepare instructor packets including manual and procedures relevant to the PSTC.

Ensure safety and security measures are adhered to at the PSTC; communicate with security personnel to provide adequate safety and security to students, faculty and staff.

Develop and maintain instructional and department budgets and contract agency/vendor information. Monitor budget entries for multiple budget accounts to spreadsheets and database systems; assist in the submission of budget reports to state agencies; provide projections for budgeting purposes; generate requisitions to pay vendors; and make deposits to Fiscal Services.

Coordinate assignment of classroom use; coordinate the needs of the instructors with those of the PSTC; post notices of room changes and cancellations; coordinate key distribution. Submit work orders for maintenance repairs.

Operate standard and specialized office equipment, including but not limited to, computers, devices and software. Demonstrate correct usage, maintain supplies, schedule repair and perform trouble-shooting activities.

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. Assist Director with the coordination of faculty evaluations and the process of students' evaluation.

### **Other Duties**

Perform other related duties, as assigned. Train and coordinate student workers. 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 progressively responsible experience providing advanced knowledge and skills in current and efficient office procedures and management techniques.

### **Licenses and Certificates**

Valid California driver's license and must have an acceptable driving record and qualify for insurability by the District's insurance carrier to drive District or personal vehicle to various locations.

### **Knowledge**

Knowledge of: basic operations, services and activities of an off-site education center within a community college district; general functions, policies, rules and regulations of a complex organization such as a community college; current office methods and practices including filing systems, receptionist and telephone techniques; a variety of word processing, spreadsheets, presentations, and/or database programs as needed to fulfill the requirements of the job; correct English usage, grammar, spelling, punctuation and vocabulary; effective interpersonal skills to develop and maintain courteous and professional relationships.

### **Abilities**

Ability to: understand and independently carry out oral and written instructions; prioritize tasks and do several tasks simultaneously; accurately and efficiently use a variety of word processing, spreadsheet, presentation, and/or database programs; learn and successfully use new applications 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 current/new 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; sit for extended periods of time; bend at the waist, kneel or crouch, periodic handling of lightweight parcels of up to 15 pounds. Indoor work environment. Occasional travel to Monterey campus.