



A. Position Data

Incumbent: Vacant/Recruitment EmplID: _____ Date: _____
 Working Title: Administrative Support Coordinator Work Direction Given By: Executive Assist to the Chief of Staff
 (Lead)
 Department: President Office, University Police Reports To Title: Chief of University Police
 (Appropriate Administrator)
 Division: President's Office College (if applicable): _____
 Reason:
 Vacant Position Classification Review / In Range Progression Revision Performance Evaluation New Hire
 Is this a new position? Yes

Classification Title: Administrative Support Coordinator I Job Code: 1035
 Position Number: 00003381 Level/Range/Grade: 1
 FLSA Code: Exempt Non-Exempt Time Base: Check box if Intermittent
 Pay Plan: 10/12 month 11/12 month 12/12 month CBU/MOU: R07-Clerical/Administrative CSUEU

B. POSITION PURPOSE

Working independently under the general supervision of the Chief of Police, incumbent performs a variety of complex clerical duties in support of the University Police Department and the President's Office. Work involves using ingenuity and attention to detail to accomplish a wide range of responsibilities. Incumbent provides support for the University Police Department in the areas of human resources, payroll, budget, procurement, accounts payable, travel, information technology, facilities and risk management. Support for the President's Office to be provided in the areas of event planning, office coordination, and special projects.

SPECIAL REQUIREMENTS/DESIGNATIONS OF THE POSITION:

California State University, Chico, in accordance with CSU policy, requires that the successful candidate complete a background check (including a criminal records check, sexual offender registry check, and/or fingerprinting) prior to assuming this position. Failure to satisfactorily complete or pass the background check may impact the job offer or continued employment of current CSU employees who apply for posted positions identified as sensitive. This position is considered a sensitive position based on CSU guidelines. Incumbent is responsible for the safety and security of Level 1 data, sometimes also referred to as Level 1 protected data. This is confidential information that is in most cases protected by statutes, regulations, or other legal mandates.

The duties of this position will include participation in a decision that may have a material/financial benefit to the incumbent. Therefore, this is a "designated position" under the California State University's Conflict of Interest Code and the incumbent will be required to file a Form 700: Statement of Economic Interest and is subject to the regulations of the Fair Political Practices Commission. (Group/Category: Procurement Card Holder, 2) Note this designation is applicable only if Procurement Card is issued.

This position as set forth in CSU Executive Order 1083, revised July 21, 2017 is not designated as a required mandated reporter under the California Child Abuse and Neglect Reporting Act.

C. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

"NOTE: This Position Description is intended to give an overview of the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties and responsibilities of this positions. Other functions consistent with your *Classification Standards* may be assigned as deemed necessary."

Does this position include Work Lead Responsibilities? No

List Functional Category with Responsibilities:

% of Time	Priority Weight
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40%	
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BUDGET/FINANCIAL

- Provide comprehensive financial analysis and budgetary account support for all areas under University Police.
- Interpret, clarify, and disseminate and communicate budget information to Chief and UPD Management.
- Serve as budget resource for Chief and UPD Management regarding fiscal policies, procedures, and deadlines.
- ** Track, analyze, maintain and project all budget costs, including salary, benefits, overtime, holiday time, stipends, and other special compensation issues.
- ** Prepare miscellaneous reports for units to assist in making budget decisions (e.g., student assistant cost, pay increases, staffing changes, parking fees and equipment upgrades).
- ** Serve as main contact person between university's procurement office and all areas under UPD.
- Serve as subject matter expert for travel claims for the UPD department.
- ** Keep current on travel policy and procedures and answer questions that arise for department personnel filing approval and expense claims.
- ** Prepare all documents and submit information to P.O.S.T. for travel reimbursement to the department.
- *Prepare all documents and submit information for CRU reimbursements.
- *Prepare all documents and submit information for CalOES and ABC grant reimbursements.
- Provide budget support for both the President's office and UPD:
- ** Confer and consult with vendors on contracts for supplies/equipment/services.
- ** Coordinate and initiate department procurement and contracts management processes.
- ** Initiate purchasing of supplies/equipment.
- Maintain active Procurement Card and reconcile monthly statement.

40%	
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ADMINISTRATIVE SUPPORT AND COORDINATION:

Perform complex and responsible administrative support functions for the President's office and University Police Department including a full range of secretarial functions.

- Assist with the planning, coordinating, and execution of events and retreats.
- ** Lead coordination of a high volume of events being hosted by the President's office: involves scheduling, coordination, and facilitation of all aspects, including but not limited to, working with campus partners (FMS, UPE, Risk Management), planning for invitations, catering, decorations, entertainment, communication, budget, etc.
- ** Attend, host and represent the President's office at events: including set up and clean up, as assigned.
- ** Liaison with campus partners using the Warrens Center: showing and providing access to the space, guiding group in space usage, coordinating details with hosts and FMS, providing details and answering questions.
- ** Coordinate bi-monthly President Unit retreats: plan and execute group activity.
- Serve as front line contact and receptionist for President's office, handling difficult and sensitive matters with a calm professional demeanor.
- Perform varied and complex administrative assignments that require research, coordination, collaboration. Monitor, maintain and compile information. Prepare reports including charts and graphs using a broad range of intermediate word processing and Excel functions.
- Evaluate operational processes and make recommendations to improve workflow or accuracy.
- Attend and represent the President's office at meetings, as assigned.
- Maintain inventory of office supplies, reorder and stock, as needed.
- Manage reservations/space for conference rooms and other office spaces managed by the President's Office.
- Review website regularly and initiate updates with campus web services using Cascade web software.
- Develop, organize and maintain office filing systems.
- Use Office applications to schedule appointments/meetings and maintain calendar for Chief of Police. Scheduling appointments/meetings for the President and Chief of Staff, in absence of their Executive Assistants.
- Support other administrative support staff by assisting with travel arrangements and claims processing:

List Functional Category with Responsibilities:

- ** Keep current on travel policy and procedures and answer questions that arise for department personnel filing approval and expense claims.
- ** Coordinate and process State and Foundation travel ensuring that all required documentation is processed in a timely manner.
 - Participate in executing special projects. Administrative support projects often involve coordinating, prioritizing, and monitoring through their completion and may include accountability for end results and work performed by others:
- ** Compose letters, memos and emails in response to a wide variety of questions and requests for information and assistance from students, faculty and the community (serve as information resource for office and University), and solve problems or refer to appropriate resource.
- ** Prepare and manage a wide variety of communications including campus wide notices, Presidential awards, committee assignments, announcements, letters of congratulations, etc.
 - Other duties as assigned.

HR LIAISON/PAYROLL (UPD):

- Practice complete confidentiality in handling sensitive and confidential information.
- Prepare and oversee a complex department payroll for both staff and student payroll systems.
- Assist MPP Managers with preparing and managing work schedules for the Department and ensuring that all duties are covered by appropriate personnel.
- Serve as liaison between UPD and Human Resources Services, assisting the department by coordinating personnel functions including, but not limited to, recruiting, on-boarding, separations, leaves of absence, injury reports, training and other personnel related issues.
- Serves as department resource for current CSU Human Resource policies and procedures, and informs appropriate management and staff of changes and modifications.
- Performs complex administrative support regarding personnel matters including preparation, processing and security of confidential documents.
- Prepares staff action forms for personnel changes including: salary changes, stipends, temporary assignments, etc.

20%	
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Total should equal 100% Time and 100 Weight	Total	100%	0
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D. GENERAL GUIDELINES AND EXPECTATIONS

1. Represents the University promoting a positive public image.
2. Acknowledges, respects, and values each individual.
3. Applies the highest standard of excellence to the delivery of service to our customers and community.
4. Demonstrates an open, participatory, team-oriented style; working cooperatively toward the achievement of your department's mission and goals; and demonstrating flexibility and adaptability regarding changes.
5. Keeps commitments. Notifies supervisor if a deadline cannot be met by describing what measures can be taken to correct the situations.
6. Maintains knowledge and skills at a level necessary to perform work.
7. Adheres to established work hours including starting time, and lunch and rest breaks. Provides appropriate planning and notice for all absences.
8. Is fiscally responsible with the organization's equipment, property and funds.
9. Adheres to the highest level of professionalism by demonstrating honesty, integrity and reliability. Encourages others to act in this professional manner.
10. Demonstrates the ability to effectively establish and maintain cooperative working relationships with a diverse multi-cultural environment.

Additional Guidelines and Expectations

E. QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

1. Demonstrated Knowledge, Skills and Abilities

Must have the knowledge, skills and abilities to perform the responsibilities of this position as stated in the sections for Essential Functions and Responsibilities, Work Lead Responsibilities (if applicable) and General Guidelines and Expectations.

KNOWLEDGE:

Incumbent must possess:

Thorough knowledge of:

- * Office systems, methods, standard procedures and practices.
- * English grammar, punctuation, and spelling.

Fluency in using standard office equipment (computers, copiers, phones) and standard office software packages such as, Microsoft Office (Word, Excel, and Outlook) and ability to use a broad range of technology systems and software.

Working knowledge of:

- * Budget policies and procedures.
- * Records retention practices and policies.

Knowledge of business mathematics beyond basic arithmetic.

SKILLS:

Incumbent must possess:

- * Active problem solving and effective interpersonal skills as work often involves frontline contact with a variety of campus and community individuals to perform services and support functions that require a professional demeanor at all times.
- * Demonstrated competence in understanding, interpreting, and communicating procedures, policies, information, ideas, and instructions.
- * Demonstrated competence in effectively presenting standard information in writing.
- * Typing and keyboarding skills.

ABILITIES:

Incumbent must have the ability to:

- * Independently handle multiple work unit priorities and projects.
- * Effectively handle a broad range of diverse interpersonal contacts, including those at a high level and those sensitive in nature.
- * Perform standard business math, such as calculate ratios and percentages, track financial data, and make simple projections.
- * Draft, compose and appropriately format correspondence and reports.
- * Use and quickly learn standard office equipment, a broad range of technology systems and standard computer software packages such as Microsoft Word, Excel, Outlook.
- * Clearly communicate orally and in writing.
- * Learn, independently interpret, and apply a wide variety of complex policies and procedures, where specific guidelines may not exist.
- * Understand and operate in a variety of organizational structures.
- * Identify and solve standard problems where policy and procedures are referenced and refer more complex problems to appropriate staff.
- * Apply independent judgment, discretion, and initiative to address problems, participate in developing practical, thorough and, at times, creative solutions.
- * Respond to routine inquiries and explain standard policies and procedures to others.
- * Organize and direct workflow for the smooth and effective operation of the work unit.
- * Compile and assemble reports, using judgment and discretion in selecting and analyzing information for inclusion, and effectively present the information.
- * Troubleshoot technology problems using knowledge of error messages and of operating systems.
- * Perform assigned duties.

2. Education and/or Experience

This position requires a fully functional knowledge of and skill in standard office procedures and practices, as well as an ability to understand and operate in a variety of organizational structures. These qualifications, and those listed above, would normally be obtained through completion of a high school program, technical/vocational program, or their equivalents combined with three years of related office work experience.

F. PHYSICAL REQUIREMENTS

The physical requirements described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent/applicant will need to be able to perform the essential job functions (duties) of this position with or without reasonable accommodation. This position alternates between remaining in a stationary position operating a personal computer for long periods of time and frequently moving about inside the office. Must be able to travel across campus to other offices and buildings for meetings and events. Also refer to the Physical Requirements & Work Environment form regarding this position.

G. WORK ENVIRONMENT

Work is performed in a typical office environment operating standard office equipment. Position requires heavy use of computer, phone, copier, MS Office Suite, TMA, and occasional need to drive university vehicle. May require flexible work schedule to complete projects or events. This position frequently attends meetings and works with administrators, staff, faculty, students, and the public. Also refer to the Physical Requirements & Work Environment form regarding this position.

H. PREFERENCES - This section is for recruitment purposes only

Please indicate what special skills, education or knowledge are preferred.

Work is performed in a typical office environment operating standard office equipment. Also refer to the Physical Requirements & Work Environment form regarding this position.

I. ADDITIONAL RECRUITMENT INFORMATION - This section is for recruitment purposes only

APPROVAL

In Order of Approval

Incumbent: _____ Date: _____

Appropriate Administrator: _____ Date: _____

Vice President (or Designee): _____ Date: _____

Classification/Compensation: _____ Date: _____