



REVISED: 07/01/2023  
Submitted: 03/28/2023

JOB TITLE:	COORDINATOR SUPPORT SERVICES
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8027
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Responsible for the overall planning, designing, and implementation of support systems solutions to support the department. Assists in the development of district level projects and their implementation. Coordinates technical support with all departments and other stakeholders. Plans, develops, implements, and coordinates a project, Program, or activity in the area of assignment.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Ensures all business operations within the department are automated and effective
- Provides systems support to ensure all users are providing timely, effective and efficient services
- Implements, trains, and supports all staff involved in projects and provides necessary support
- Monitors adherence to district, state, and federal rules, regulations, standards, administrative procedures, and
- Assists in the development of state and federal mandated reports
- Coordinates the day-to-day use of systems across the department to ensure all operations are fully automated and supported
- Makes recommendations to department leaders regarding potential efficiency improvements, assists with
- Develops a detailed plan of action to incorporate efficiencies into current processes
- Supports the assigned division in matters relating to reporting and data analysis
- Serves as liaison with other units, departments, or outside agencies for specific, departmental operational efficiency plans and metrics required
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Assists in department training and standardization through overseeing the creation of departmental desk manuals

**PHYSICAL DEMANDS**

The work is primarily sedentary. It requires the ability to communicate effectively. The work at times requires the use of hands for simple grasping, pushing, and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push, or pull light weights.

**MINIMUM QUALIFICATIONS**

- Bachelor's Degree
- Three (3) years working experience in area of assignment
- Proficient in use and preparation of computerized spreadsheets
- Excellent written, oral communication and analytical skills
- Effective problem-solving skills and technical skills in field of specialty

**DESIRABLE QUALIFICATIONS**

Ability to handle multiple and shifting priorities and work effectively both individually and as part of a team

Proven experience working on organizational efficiency projects within a large organization

Experience in a diverse workplace