

Specialist, Marketing Office

FLSA Status: Non-Exempt

Pay Grade: 13

Job Title ID: 102010

Job Series/Job Family: President's Series / Public Information/Marketing/Publications Family

Reports To

Executive Director, Public Information and College Marketing

Job Purpose

To provide advanced administrative and budget recordkeeping support for the Marketing Department.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Coordinates the purchases of equipment and supplies; processes requisitions; processes invoices; and/or maintains asset inventories.
2. Monitors multiple or complex budgets; and assists in preparing budgets.
3. Reviews and approves the reconciliation of accounting records; prepares financial budget reports for internal purposes; and/or serves as a liaison with other departments in the college in the request of personnel and financial department requests.
4. Gathers and compiles data, producing routine and specialized reports and documents; maintains files, records, logs, and other tracking systems.
5. Performs complex computer activities including word processing, data collection, and analysis of information.
6. May prepare and review contracts for the department; research and resolve financial and billing issues; and/or serve as a liaison with outside vendors and contractors.
7. May analyze operating practices such as record keeping systems, forms control, personnel, and budgetary requirements to create new systems or procedures; maintains written set of policies and procedures for department.
8. May perform administrative duties in support of faculty, staff, and/or student efforts, including examining and answering correspondence, processing and prioritizing office communications, processing mail, answering the telephone and e-mail, arranging conference calls, agendas or minutes, office equipment issues or logistics, and maintaining or coordinating the supervisor's schedule.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Principles and methods of budget preparation and expenditure control.
- Basic accounting, auditing, and bookkeeping procedures.
- Office management processes and procedures.
- Spreadsheet software applications.
- Automated financial systems.
- Customer services techniques.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable

accommodations, that the essential functions of the job can be performed.

Required

- Maintaining confidentiality of work related information and materials.
- Maintaining an established work schedule. May require some evenings and/or weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, including the use of attention to detail and follow-through.
- Able to understand and follow complex instructions precisely.
- Reviewing and preparing narrative and statistical/accounting/budget reports and records.
- Interpreting and applying rules, regulations, policies, and procedures.
- Establishing and maintaining effective working relationships.
- Interacting effectively with diverse groups of people.

Computer Skills**Required**

- Demonstrated proficiency at an advanced level using standard office software applications such as Excel and PowerPoint, spreadsheet applications, and automated financial systems.

Physical Requirements**Required**

- Occasional lifting of objects up to 10 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling.
- Work is routinely performed in an office environment.

Work Experience**Required**

- Three years work experience in office administrative support services.

Preferred

- Experience in managing and preparation of budgets.

Education**Required**

- Associate degree in office management, accounting, or related field; OR educational equivalent in related field (60 college credit hours); OR equivalent work related experience (one year work related experience equals 15 college credit hours).

Safety**Required**

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.