

## Coordinator, CCPP

**FLSA Status:** Exempt

**Pay Grade:** 16

**Job Title ID:** 17152

**Job Series/Job Family:** College Support Systems & ISD Relations Series / CCPP Family (Grant Funded)

### **Reports To**

Executive Director and Manager of Budget and PEIMS

### **Job Purpose**

To facilitate the communication process and activities between the College and Austin Independent School District (AISD) and Lockhart Independent School District for the CCPP grant, coordinating and approving budgetary activities through determining proper funding sources and appropriate expenditures; train and direct work process of a designated CCPP administrative staff.

### **Description of Duties and Tasks**

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

#### ***Required***

1. Makes determinations in relation to budget and travel expenditures, and all related documentation for the CCPP departmental budget, the Lockhart budget, and the AISD local, state, and federal budgets.
2. Reconciles and analyzes general ledger accounts, imports account information into spreadsheets and balances ledger.
3. Arranges, confirms and maintains documentation in relation to travel plans for CCPP staff and AISD Career and Technology teachers, including determining appropriateness of expenditures and proper funding source.
4. Serves as the CCPP department communication liaison with external and internal clients.
5. Provides CCPP staff with problem solving and troubleshooting assistance in relation to hardware and software issues.
6. Monitors multiple budgets, maintains asset inventories, and assists in preparing budgets.
7. Coordinates purchases of supplies and equipment for the CCPP department.
8. Coordinates meetings and events including securing facility and catering services.
9. Coordinates documentation of hiring and termination processes and procedures.
10. Provides assistance with coordinating special presentations and projects as required.
11. Directs AISD teachers to ensure proper expenditures of all funds.
12. Oversees the work of AISD student interns as assigned to the CCPP office.
13. Evaluates and selects contractors for equipment, transportation, and other resources.

### **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***

- Travel planning processes.
- Administrative support services and operations.
- Federal, state, and local budgetary guidelines.
- General budget preparation, expenditure control, and administration processes.
- Program documentation and reporting.
- Public Sector accounting and reconciliation practices.

## **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**

- Ordering and maintaining supplies and equipment.
- Maintaining confidentiality of work related information and materials.
- Making independent judgments regarding expenditures and budget streams.
- Interpreting and applying rules, regulations, policies, and procedures.
- Coordinating administrative support services.
- Making travel arrangements and processing related documentation.
- Coordinating budget documentation.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Establishing and maintaining effective working relationships

## **Computer Skills**

### **Required**

- Demonstrated proficiency using standard office software applications and publishing and presentation software such as FrontPage, DreamWeaver, Publisher and/or PowerPoint.

## **Physical Requirements**

### **Required**

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

## **Work Experience**

### **Required**

- Two years work experience coordinating budgets, programs, and personnel.

### **Preferred**

- Work experience with Lotus Notes, IFAS, and/or Datatel.

## **Education**

### **Required**

- Bachelor's degree in related field.

## **Other**

### **Preferred**

- Knowledge of AISD purchasing system and/or ACC financial/purchasing system.

## **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.