

Coordinator, Momentum Learning

Purpose Statement

The job of Coordinator, Momentum Learning, is done for the purpose/s of managing, planning, organizing and supervising the day-to-day administrative, business, support and other non-instructional operations for Momentum Learning; coordinating work with other county office departments; monitoring related activities of assigned sections within the department to assure compliance with department and county regulations; training, supervising and evaluating the performance of assigned staff.

Essential Functions

- Assists in the interpretation and implementation of laws, regulations, policies and procedures pertinent to the non-instructional operations of Momentum Learning for the purpose of assuring compliance with applicable federal, state, and local rules, regulations, policies and procedures.
- Attends and participates in professional group meetings for the purpose of serving on committees, preparing and presenting staff reports and other necessary correspondence, and staying abreast of new trends and innovations as it relates to school finance, human resources, technology, facilities and planning, and other assigned areas of responsibility for Momentum Learning.
- Compiles data from information systems through implemented technology for the purpose of analyzing and interpreting the data and providing recommendations for Momentum Learning planning.
- Coordinates the non-instructional activities related to Momentum Learning, (e.g. vehicle inspection and maintenance with county office fleet services, Momentum Learning expenditures, procurements, supply management, inventory control, facility maintenance, etc.) for the purpose of monitoring day-to-day activities for achieving Momentum Learning goals and functions.
- Develops, monitors and maintains Momentum Learning budgets for the purpose of coordinating the monitoring of expenditures, recommending adjustments as necessary, and forecasting additional funds needed for staffing, equipment, materials, supplies and facilities.
- Establishes, reviews, and updates Momentum Learning policies and procedures for the purpose of identifying, recommending and implementing opportunities for improving service delivery methods and procedures.
- Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs (e.g. School Finance, Human Resources, Facilities and Planning, Food Services, Technology, Attendance, Records and Data Collection, Communications and Procurement within Momentum, etc.) for the purpose of providing direction and oversight of administrative, business and support functions for the assigned programs.
- Monitors assigned facilities for the purpose of ensuring adherence to facility maintenance and safety and the monitoring of leases and contracts.
- Oversees organization and staffing activities for Momentum Learning (e.g. selects, coordinates work schedules, trains, motivates, evaluates, provides professional development, etc.) for the purpose of monitoring staff functions, staffing levels, work flow, work products, methods and procedures and resolving problems related to Momentum Learning business, support and non-instructional operations.

- Oversees food services for schools and programs for the purpose of monitoring and maintaining the food services budget for Momentum Learning, and developing and implementing procedures for free and reduced lunch programs for Momentum Learning.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; preparing and maintaining accurate records; comparing results; and facilitating meetings.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: County Office policies and procedures; codes/laws/rules/regulations/policies; knowledge of community resources; methods of training and performance evaluation; practicing cultural competency while working collaboratively with diverse groups and individuals; concepts of grammar, spelling and punctuation; office equipment and technology; budget preparation; and personnel administration practices.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; working with constant interruptions; meeting deadlines and schedules; working as part of a team; working with detailed information/data; and interpreting related policies and laws.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity.

Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelors degree in job-related area.

Equivalency Education:

Any combination of experience and education that would likely provide the required knowledge and abilities equivalent to a bachelor's degree in business, public administration, Finance, or a closely related field.

Experience:

Five or more years of significant, directly related and progressively responsible experience in school administrative and/or business operations, including at least two years of experience in a position requiring supervision of assigned staff.

Required Testing

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

Drug Test

Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 45

Personnel Commission Approved: October 19, 2016