

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2022**

DEPARTMENT COORDINATOR

FLSA STATUS: EXEMPT - PAY GRADE: 17 - C

**JOB FAMILY: MANAGERIAL/SUPERVISORY – BUSINESS
JOB FUNCTION: MANAGERIAL/SUPERVISORY**

GENERAL STATEMENT OF JOB

The Department Coordinator plans, coordinates, and manages department processes and projects.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES *(Depending upon assignment)*

Plans and develops goals, guidelines, and procedures for one or more departmental processes and/or projects.

Develops, monitors, and tracks department budget, approves expenditures, researches discrepancies, and maintains records. Approves subsidiary budgets, expenditures, and records. Supports the management of budgets including the processing of expense reports and p-card purchases.

Provides leadership and supervision for support staff; prioritizes, assigns, and evaluates work; and ensures staff training. Makes hiring, termination, and disciplinary recommendations.

Collaborates, coordinates, supports, and serves as liaison for departmental projects.

Updates, researches, analyzes a variety of complex data and information, including student, human capital, and financial database information and summarizes findings in reports pulled from the appropriate database/system.

Assists supervisor with development, analysis, and recommendations for new, and changes to, APMs, policies, and/or procedures.

Develops, coordinates, audits, and provides regular and frequent communication utilizing college-wide communication systems such as department/college website, external and internal communications, newsletters, college email, Constant Contact, SharePoint, and campus calendar.

Schedules and participates in meetings, workshops, conferences, training, and related activities, with campus leadership, external stakeholders, and community leaders and partners.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Functional and administrative supervision is exercised over department personnel as directed.

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MINIMUM QUALIFICATIONS

Associate's degree from an accredited college or university supplemented by three (3) or more years of related experience. Must have effective written and verbal communications skills.

PREFERRED QUALIFICATIONS

Bachelor's degree from an accredited college or university supplemented by three (3) years general business experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with subordinates, co-workers, the public, supervisors, etc.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to perform high school algebra and to utilize descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in operating modern office equipment and machinery.

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Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, imposed by frequent deadlines, peak workload, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 8/18/22