

and disseminates information as appropriate within District timelines in compliance with District procedures.

Serves as a liaison and coordinates activities between various internal staff teams and consultants to provide regular communications and project updates.

Oversees and coordinates the preparation, monitoring, and invoicing of contracts for consultants and subcontractors; monitors project budgets.

Balances prioritization of project demands and timelines; coordinates support activities and services for successful completion of projects, monitors completion of project phases; identifies and resolves issues delaying progress or delivery of projects and services.

Assists in developing and implementing Districtwide policies and procedures; assists in the development and implementation of a variety of District initiatives, operational, administrative, and program policies and procedures.

Performs complex word processing, spreadsheet, project mapping, and report writing tasks using a wide variety of software applications and techniques; composes, prepares, and proofreads a wide variety of correspondence, reports, and specialized documents.

Performs other related duties and responsibilities as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

Principles and practices of public administration including planning, organization, directing, and control.

Principles and practices of project management methodologies, including agile and waterfall

Office procedures, methods, and equipment, including computers and software applications; such as word processing, spreadsheets, presentation software and databases.

Principle and practices of effective team leadership

Principles and practices used to establish and maintain files, record keeping and information retrieval systems.

Principles, practices, and procedures of business communications and report writing, fiscal, statistical, and administrative research and report preparation.

Work organization and office management principles and practices.

Proper language usage, spelling, grammar and punctuation.

College policies and procedures applicable to the area of assignment.

Pertinent federal, state and local laws, codes and regulations.

Skills and abilities to:

Initiate and prioritize complex, multidisciplinary efforts.

Effectively and independently problem-solve, analyze data with multiple abstract variables.

Develop options and make recommendations.

Communicate clearly and concisely, orally and in writing.

Think critically, use independent judgment, be detail oriented, and understand the impact and secondary effects of decisions.

