



Job Classification Description

SITE OFFICE MANAGER/CCV Non-Bargaining Unit

**Grade 10
Exempt**

BASIC FUNCTION

To manage the daily business operations of a CCV site office.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Plan, coordinate and supervise daily site office business operations, including: paperwork processing; site bookkeeping/accounting functions; recordkeeping (manual and computerized) and reporting; general office/ secretarial support to site coordinators.
- Supervise one to two clerical employees as well as student assistants: interview and advise on hiring; train new employees; plan and issue daily work assignments; monitor work in progress and check completed work; assist with difficult or unusual tasks; evaluate job performance; and the like. Serve as administrative supervisor of student assistants working for Coordinators.
- Coordinate and carry out a wide range of office support tasks related to course preparation: prepare course lists, order textbooks, prepare instructor contracts and evaluation packets, arrange classroom space, communicate with instructors on matters related to textbooks, audio/visual equipment, enrollment, and course cancellation, etc. Perform various light housekeeping functions such as washing blackboards, empty waste baskets, etc.
- Coordinate the student registration process: answer questions, schedule appointments, assist students with paperwork, collect tuition, sell textbooks, notify students of schedule changes, maintain registration data. Forward necessary paperwork to Registrar and Business Office.
- Organize and maintain a variety of general and specialized files and record systems for the site, both manual and computerized. Supervise/carry out computer data entry/editing, data base management and report generation for classes, student and instructor evaluations, grades, instructor contracts, and the like.
- Supervise and perform general clerical/secretarial work for the site: type, file, photocopy, answer telephones, relay messages, distribute mail, prepare bulk mailings, and so forth.
- Perform various site bookkeeping and accounting tasks: receive and process cash and credit card payments from students, maintain ledgers, balance journals, make daily deposits, and the like.
- Maintain office supply inventory; purchase materials and textbooks; oversee

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petty cash fund and office postage fund. Prepare purchase orders, process invoices, and maintain related records.

- Arrange for repair of office equipment, including computer hardware and software as necessary. Arrange for building and grounds maintenance work; contact landlord as necessary and arrange for snow removal.
- Serve on College committees as required.

SUPERVISION EXERCISED

Functional and partial administrative supervision of one or more employees, as well as student assistants.

SUPERVISION RECEIVED

General supervision is received from the Regional Director.

MINIMUM QUALIFICATIONS

Associates degree, with a bachelors desirable, plus three to five years of relevant office experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad base of general clerical and office management knowledge and skills.
- Good basic administrative and organizational skills. Experience in organizing and maintaining moderately complex filing and record systems. Previous experience with computerized information systems.
- Good reading, writing and math skills. Some bookkeeping/accounting training or experience.
- Good basic supervisory skills; some previous supervisory experience desirable.
- Ability to deal effectively with a wide variety of individuals inside and outside of the College.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.