

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SITE COORDINATOR

BASIC FUNCTION:

Under the supervision of an assigned administrator, greets and assists visitors and provides information and assistance to staff and the public. Coordinates and schedules the use of the site and services for the South County Annex and/or other Santa Clara County Office of Education locations. Performs computer 235 0-3 (st)-3 s It

Interpret, apply, and explain applicable laws, codes, policies, and procedures.
 Work independently with little direction.
 Meet schedules and timelines.
 Complete work with many interruptions.
 Perform clerical duties such as filing, typing, duplicating, and maintaining routine records.
 Determine appropriate action within clearly defined guidelines.
 Prepare reports related to assigned activities.
 Prepare and maintain a variety of records and logs.
 Communicate effectively both orally and in writing.
 Work cooperatively and effectively with others
 Operate a variety of office equipment including a computer and assigned software.
 Work evenings or variable hours.
 Prioritize and schedule work.
 Answer telephones and greet visitors.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school, supplemented by college level coursework in business or a related field, and two years of experience coordinating and planning meetings, conferences, special events and related services, involving frequent public contact.

MAY REQUIRE:

Fluency in a second language