

Desert Community College District

PACE PROGRAM SPECIALIST-BILINGUAL

Basic Function

Under the direction of the Director of Partnership and Community Education (PaCE), provide specialized administrative support requiring a broad knowledge of an assigned program or functional area. Provide a wide variety of reference, resource, and financial information related to assigned function or program. Possess the ability to properly communicate both orally and in writing in English and Spanish.

Representative Duties

Essential Functions

1. Plan, schedule and perform a wide variety of specialized clerical administrative support duties related to an assigned program or functional area. Prioritize and coordinate office activities, develop schedules, coordinate communications, and disseminate related information.
2. Provide information in person, by phone, and via email to students, staff, and the public regarding the programs.
3. Provide reference and resource information for an assigned program or functional area; read, interpret, apply and explain policies, procedures, rules and activities in conducting transactions with District personnel and the public.
4. Generate invoices for payments, refunds, and contracts. Assist with credit card charges, deposits, reconciliations, and disputes. Prepare payment plans, student loans, and third-party funding sources. Reconcile petty cash as assigned.
5. Monitor budget expenditures and transfers, assists with establishing

budget with the Director, and maintain financial records and current account balances as assigned. Perform purchasing and prepare requisitions. Generate reports for third-party funding sources regarding participant progress, completion, and attendance; Generate financial reports for outstanding balances.

6. Maintain participant database; register and provide support for registration procedures, process drops, transfers, and repeats; assist staff in the operation of the registrations system.
7. Compile and tabulate statistical data; compile information from various sources and prepare appropriate forms, schedules, and reports; list, abstract or summarize data.
8. Review and summarize data and prepare special and periodic reports related to an assigned program or function including State and federally mandated reports; verify accuracy, completeness and compliance to rules, procedures, regulations, policies and other mandates.
9. Establish and maintain filing systems on a variety of subjects; assemble, post and file data in specialized records.
10. Maintain and update webpages and social media accounts. Edit content when changes occur as necessary. Develop print, digital, and electronic promotional and informational media and materials. Ensure accessibility of webpages, media, and materials.
11. Register students for assigned programs and receive and process fees as assigned; establish, organize and maintain student records and files.
12. Type a wide variety of materials from various rough drafts or oral instructions; compose correspondence and memos and distribute as appropriate. Receive, open, and distribute mail.
13. Arrange meetings, tables, workshops, and presentations for

department staff, students, and other agency collaboratives.

14. Assist in planning, coordinating, and participating in activities that familiarize students and local businesses with information and answer questions regarding all aspects of PaCE.
15. Review documents for accuracy, completeness and conformance to established procedures and standards.
16. Operate a variety of office equipment; related software programs, including Microsoft Office Suite, video meeting/conferencing software, scheduling software, word processing, spreadsheets, and email. Maintain current knowledge of equipment and software.

Other Functions

17. Establish and maintain partnerships with vendors and local businesses.
18. Assist in relieving others of duties for required breaks and lunches.
19. Receive complaints, resolve issues or refer to appropriate personnel according to established guidelines.
21. Participate in training related to responsibilities, including, but not limited to, professional development activities, conferences, workshops, trainings, and webinars.
22. Perform related duties as assigned.

Knowledge and Abilities

Knowledge of:

- Basic knowledge of goals and objectives of assigned office or functional area.
- Standard office procedures and organizational skills.
- Operation of standard office machines and equipment.
- Public speaking and presentation techniques on an individual basis and in large group setting.

- Knowledge of programs and requirements for national certification and State licensure.
- Data collection and basic research principles and practices.
- Modern office practices, procedures, and equipment.
- Applicable computer software including word processing, spreadsheets, web design, Presentations, databases, and email.
- Knowledge of bookkeeping, budget, and financial record-keeping.
- Record-keeping and reporting techniques.
- Correct English and Spanish usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Sensitivity and understanding of diversity.

Ability to:

- Provide specialized clerical support requiring a broad knowledge of an assigned program or functional area.
- Develop and establish effective relationships with third-party funding sources, high schools, local businesses, staff, students, and the general public.
- Remain current and apply and explain policies, procedures and activities related to an assigned program or function.
- Perform a variety of administrative duties involving independent judgment in the interpretation, application or modification of existing procedures.
- Operate a variety of office machines and equipment including typewriter, calculator, copier, computer and applicable software, i.e. Microsoft Office Suite, word processing, spreadsheets, web design, presentations, database applications, email and other related programs.

- Work under pressure with frequent interruptions and a high degree of public contact by phone or in-person.
- Complete assignments with minimal supervision; demonstrate sound judgment in the application and interpretation of existing methods and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing in English and Spanish.
- Provide primary administrative support of an entire office or functional area.

Education and Experience

Any combination equivalent to:

Bachelor's degree in business or related field and 3 years of experience working in a college, career training, or adult education setting with financial records.

Working Conditions

Environment:

Office environment.

Employment Status

- Bargaining Unit Position
- Range 14

Adopted 11/04

Revised 4/22