



Memorandum of Understanding

Between

California School Employees Association and its Merced College Chapter 274

and

Merced Community College District

Administrative Coordinator Position - Range and Job Description

This memorandum of understanding is agreed to between the California School Employees Association and its Merced College Chapter 274 (“CSEA”) and the Merced Community College District (“District”) regarding the attached revised job specification for the Administrative Coordinator.

WHEREAS, the parties met on May 17, 2024, and share an interest in recommending for ratification and Board approval updating the “Area Administrative Coordinator” job title to “Administrative Coordinator”, moving from range 22 to 23, and overall revisions to the job specification.

THEREFORE, the parties recommend for ratification and Board approval the attached revised “Area Administrative Coordinator” as follows:

- 1) Updating the job title to “Administrative Coordinator”.
- 2) Changing the range from Classified Salary Schedule Range 22 to Range 23.
- 3) Revising the job specifications.
- 4) Affected employees will be placed at the step closest, but not less than, their current pay rate, except that those who moved to Step 7 on or before July 1, 2023 will remain at Step 7.
- 5) This agreement is not precedent setting.

This agreement is effective July 1, 2024, upon ratification by CSEA Chapter 274 and adoption by the Merced College Board of Trustees.

For CSEA


Sandi Goudy (Aug 5, 2024 11:18 PDT)
CSEA Chief Negotiator, Sandi Goudy

For the District



Superintendent/President, Chris Vitelli


Dustin Michalec (Aug 14, 2024 15:12 PDT)
CSEA LLR, Dustin Michalec



MERCED COMMUNITY COLLEGE DISTRICT

~~AREA~~ ADMINISTRATIVE COORDINATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. ~~Specifications are not intended to reflect all duties performed within the job.~~

SUMMARY DESCRIPTION

Under general direction and in collaboration with the dean; assists in planning, organizing, coordinating and administrative duties related to the responsibilities of the dean, faculty, and support staff within the School assigned. ~~Performs varied secretarial and clerical duties for faculty; to assist the area dean by planning, organizing, coordinating, and participating in the clerical operations of the office to which assigned; and to do related work as required.~~

REPORTS TO

~~Area~~ Dean

SALARY RANGE

~~2223~~

REPRESENTATIVE DUTIES

1. Performs a wide variety of complex, highly skilled administrative support duties ~~clerical and secretarial duties~~ for the dean, faculty, and support staff to which assigned, involving the use of independent judgment and an understanding of School, division, and District policies, procedures, functions, and operations
2. Manages and facilitates ~~Coordinates~~ office work-flow and daily functions
3. Coordinates ~~confidential~~ faculty and support staff evaluation pProcesses; compiles, renders, and disseminates faculty evaluation results ~~renders faculty evaluations~~
- ~~4. Collects, compiles, and digests information pertaining to related departmental or educational activities and prepares drafts of reports~~
- ~~5. Develops working knowledge of special terminology related to the function to which assigned~~
4. Assists dean and faculty leads with the formulation, production, and maintenance of the schedule of classes
5. Ensures accurate accounting and preparation of instructional items including faculty schedules, faculty load sheets, and related forms and documents
6. Identifies, troubleshoots, resolves and recommends solutions related to School processes
- ~~6. Prepares and types instructional items including schedules, faculty load sheets, and faculty locator sheets~~
7. Produces ~~Prepares~~ reports, publications, forms, bulletins, and brochures relating to the ~~area~~ programs School
- ~~8. Answers correspondence independently~~
- ~~9.8.~~ Under direction, Assists dean in administration and maintenance of assigned budgets ~~provides~~ budget management support (ex. purchase requisitions, budget transfers, payment requests)
- ~~10.9.~~ Schedules, attends and participates in a variety of professional meetings, committees, and District events ~~Prepares agenda and other information for meetings and conferences~~
- ~~11.10.~~ Records, transcribes and prepares minutes and summaries of actions taken and effectively disseminates pertinent information ~~Takes minutes~~
11. Assists students by providing information related to the School and regarding types of services and

- [programs](#) available at Merced College
12. [Maintains students' program records, files documentation in accordance with federal and state laws, and district policies as it relates to the School](#)
 13. [Serves as a liaison to individuals, groups, associations, and professional agencies to coordinate activities, provide technical assistance, advice, and support](#)~~Assists in maintaining contact and communication with individuals, groups, associations, and professional agencies~~
 - ~~13.~~14. [Trains dean, faculty and support staff on application of processes, policies, procedures, and current technology](#)
 - 14.15. [Disseminates](#) information where judgment, knowledge, [confidentiality](#), and interpretation of policies, procedures, and regulations are necessary
 - 15.16. ~~May make travel and hotel reservations~~[Coordinates travel and accommodations related to the School's programs](#)
 - ~~16. Coordinates scheduling of facilities~~
 - ~~17. Assist dean and faculty lead with production of class schedules r~~
 - 18.17. [Orders and issues supplies; prepares requisitions, designates accounts to be charged, and follows up on purchase orders for the School](#)
 - ~~19. Operates computers, a variety of software, and other office equipment~~
 18. [Maintains and updates the School web pages](#)
 19. ~~May~~[Trains, assigns, and oversees](#) student assistants
 20. [Maintain currency with technology used by the District](#)
 21. Other related duties as assigned

QUALIFICATIONS

Knowledge of...

- Office management
- [Budget management](#)
- [Time management principles](#)
- [Current Microsoft Office technology and programs](#)
- [California Community College system](#)
- [Project management](#)
- Principles of business letter and report writing, including the use of good English, spelling and punctuation

Ability to...

- Work independently
- Prepare and edit reports, [presentations](#), and other materials
- ~~• Compose letters~~
- Train and supervise student workers
- Transcribe minutes for meetings efficiently and effectively
- Keyboard at 55 net words per minute from clear copy
- Operate automated and specialized office equipment, including a computer and printer
- Utilize standard and specialized software formats
- Deal with the public and other District employees in an effective, tactful, and diplomatic manner
- Work cooperatively with others
- ~~• Maintain and update the division web page~~
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students

REQUIRED EDUCATION AND EXPERIENCE

Education/Training/Experience

Associate's degree **AND** at least one year of applicable experience **OR** high School diploma **OR** GED **AND**

four (4) years applicable experience **OR** the equivalent education and experience.

License or Certificate

None

DESIRED QUALIFICATIONS

Education/Experience

None

License or Certificate

None

PHYSICAL DEMAND AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential job functions.

Environment

Work is performed primarily in an office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends.

Physical Ability to...

- Hear and understand speech at normal levels
- Communicate so others will be able to clearly understand normal conversation
- Read printed matter and computer screens
- Stand or sit for prolonged periods of time
- Bend and twist, stoop, kneel, crawl, push, pull
- Reach in all directions
- Work at a desk, conference table or in meetings of various configurations
- Operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard

Vision

See in the normal visual range with or without correction.

Hearing

Hear in the normal audio range with or without correction.

Revised [5/2024](#)