

FOUNDATION SPECIALIST**DEFINITION**

Under direction, leads, coordinates and performs advanced technical administrative work in support of specialized division operations; organizes, leads and performs highly complex and specialized duties and services related to program research, administration, communications, finance/budgeting, contract management, resource development, payroll, scheduling, purchasing, personnel, curriculum and/or other areas; researches, gathers, processes and maintains highly complex information; may provide secretarial support to a manager or program administrator as an ancillary duty; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single incumbent position, specialized complex class within the Yosemite Community College District (YCCD). The incumbent performs complex technical duties in support of a foundation program, utilizing technical knowledge of a specialized subject area to make decisions and complete assignments.

SUPERVISION RECEIVED AND EXERCISED

Incumbents in this class typically work under the direction of a Dean or other senior-level manager, though some positions may provide specialized technical support for a program or operational manager. Incumbents receive occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Incumbents plan and/or determine specific procedures or equipment required to meet assigned objectives and solve non-routine problems, referring only unusual matters to a supervisor.

An incumbent in this class does not directly supervise other full-time employees, but may serve as a lead worker by assigning, directing and/or monitoring the work of subordinate full-time employees on a regular basis.

ESSENTIAL DUTIES

- Leads, coordinates and performs difficult and highly complex technical administrative work in support of a wide range of operations, including marketing and fundraising.
- Provides support for numerous cross-departmental events (including Central Services). Coordinates events with alumni, major-gift donors, retirees, facilities, risk management, campus personnel and the community.
- Ensures that all permits and licenses are completed for all events.
- Coordinates with MJC Marketing and Public Relations on marketing activities pertaining to alumni, gift solicitation and event programming, and with regard to the design, proofing and procurement of externally-focused marketing materials.
- Provides liaison role for Foundation and frequently interacts with constituents, donors, alumni, senior staff, faculty, staff and Foundation board members and YCCD trustees.
- Responsible for meeting coordination and correspondence related to the Foundation's board and committees including minute-taking and transmission, meeting-room coordination, media and food service.

- Maintains special lists and data that support the cultivation, solicitation and acknowledgement of the donor community of MJC.
- Coordinates the software programming of the Foundation's Giving Day utilizing special technology that requires consistent maintenance.
- Evaluates processes and procedures; plans, develops and presents recommendations regarding technical methods and techniques of program administration.
- Serves as an advanced technical resource to others regarding areas of specialty; explains and interprets complex policies, regulations and operational procedures to persons contacting the office such as administration, staff and the general public; plans, develops and participates in outreach programs and activities that include alumni relationships.
- Plans and prepares highly complex communications tools such as community newsletters, press releases, public service announcements, administrative summaries, and other print or electronically-based communication materials; may develop and update website pages.
- Performs highly complex research on internal and external data, methods, mechanisms and processes; performs advanced technical data analyses and comparisons; enters, maintains, tracks, evaluates and presents complex data maintained in manual and/or automated systems.
- Monitors and reviews legislation; compiles, prepares and presents summaries to management for evaluation.
- Coordinates travel and other special arrangements.
- Develops, prepares, recommends and monitors budgets for assigned functions; initiates appropriation, expenditure and revenue transfers and budget revisions; monitors expenditures to ensure fiscal integrity; compiles, analyzes, calculates and retrieves budget reports.
- Prepares quotes, bids and purchase requisitions; receives and processes invoices and forwards for payment.
- Establishes and maintains complex file and record systems, including those for confidential and sensitive materials.
- Independently responds to complex inquiries and correspondence; prepares information and data requested for administrative review; prepares reports, files, correspondence and other documents; may develop and prepare visual presentations, flyers, and graphic materials; may update web pages.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and Experience:

- **Education:** Possession of an associate's degree from an accredited college, with major course work in business administration or a closely related field.

- **Experience:** Four years of increasingly responsible program support experience, including technical administrative work related to program research, administration, communications, finance, contract management, resource development, payroll, scheduling, purchasing, personnel, curriculum and/or other specialized areas. Experience in an academic setting is desirable.

Special Requirements:

- Depending upon the assignment of a position, it may be required that some or all of the above required technical administrative experience was in a particular functional area (e.g., program research, administration, communications, finance, contract management, resource development, payroll, scheduling, purchasing, personnel, curriculum or another administrative area).

Knowledge of:

- Advanced administrative functions pertaining to the area of assignment.
- Laws, codes and requirements governing operations of department to which assigned.
- Advanced principles and practices of: organization and administration, budget preparation, fiscal record keeping, supervision and training, and personnel administration.
- Basic principles and practices pertaining to
- Modern office methods, forms, and equipment.
- Operation of common office equipment, including a word processor and a personal or on-line computer, facsimile (FAX), photocopiers and printers.

Ability to:

- Understand and apply complex laws, regulations, policies and requirements.
- Plan, organize and lead administrative activities related to budget/fiscal matters, personnel, purchasing and office management.
- Assign, direct and monitor the work of others.
- Prepare and maintain accurate budgetary and fiscal information.
- Initiate and complete work assignments with a minimum of direction, exercising sound independent judgment within policy guidelines.
- Recognize administrative problems and implement effective solutions.
- Operate standard business computer hardware and software applications.
- Prepare and maintain complex records, reports and program documentation.
- Adapt to changing priorities and requirements in a fast-paced environment.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

LICENSES AND CERTIFICATES:

- Depending upon assignment, possession of a valid typing certificate for 60 words per minute may be required.
- Depending upon assignment, possession of a valid license to drive in California may be required.

PHYSICAL AND MENTAL STANDARDS:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes.
- **Lifting:** frequent lifting of papers, files, equipment and material weighing up to 10 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.

Class Adopted: 03/01/09
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