

maintain current account balances. Maintains an accounting system and produces reports related to assigned budgets.

Create purchase orders for office supplies, equipment, and instructional materials for Driver Improvement Training, Noncredit, and Contract Education programs.

Evaluate community services program on a periodic basis; evaluate class proposals; solicit feedback, recommendations and evaluations from students relevant to the program, and implement changes to the program as needed.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

English and Spanish languages sufficient

Duties are primarily performed in an external campus environment, away from the main campus, while seated at a desk, computer terminal or counter. Incumbents are subject to extensive contact with students and staff, constant interruptions, noise from talking or office equipment and demanding timelines. Must frequently travel to community locations to register students for external campus classes.

PHYSICAL DEMANDS:

Incumbents regularly sit for long periods of time, walk short distances on a regular basis, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; and hear and understand voices over telephone and in person; lift, carry, and/or move objects weighing up to 10 pounds.