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Job Classification Description



To anage the daily business operations of a CCV site office

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- Plan coordinate and supervise daily site office business operations including paperwork processing site bookkeeping accounting functions recordkeeping anual and co puterized and reporting general office secretarial support to site coordinators
- Supervise one to two clerical e ployees as well as student assistants interview and advise on hiring train new e ployees plan and issue daily work assign ents onitor