



EMPLOYMENT OPPORTUNITY

COLLEGE OF THE SISKIYOUUS – HUMAN RESOURCES
800 COLLEGE AVENUE - WEED, CALIFORNIA 96094

TELEPHONE NO. (530) 938-5317

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www.siskiyous.edu/jobs

CLASSIFIED VACANCY
PERMANENT/FULL-TIME

POSITION: **ADMINISTRATIVE ASSISTANT II, MAINTENANCE, OPERATIONS & TRANSPORTATION**

FILING DATE: **OPEN UNTIL FILLED**
FIRST REVIEW: FEBRUARY 20, 2017

SALARY: **\$3,156 - \$3,659 per month**
\$37,875 - \$43,907 per year

JOB NUMBER: **2016-17-21**

THE POSITION

Under the direction of the Director of Maintenance, Operations and Transportation, perform varied and responsible secretarial and administrative assistant duties in support of an instructional division having multiple departments or a single function of similar scope of service and to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications and information for the administrator; prepare and maintain a variety of manual and automated records and reports related to assigned activities.

PRINCIPAL DUTIES & RESPONSIBILITIES

- Perform varied and responsible secretarial and administrative assistant duties in support of an instructional division having multiple departments or a single function of similar scope and to relieve the administrator of administrative and clerical detail.
- Plan, coordinate and organize office activities and coordinate flow of communications and information; assure smooth and efficient office operations.
- Serve as primary secretary to the assigned administrator; perform public relations and communication services for the administrator; receive, screen and route telephone calls; take, retrieve and relay messages as needed; schedule and arrange appointments, conferences and other events.
- Receive visitors, including administrators, staff, parents and the public; provide information or direct to appropriate personnel; exercise independent judgment in resolving a variety of issues; refer difficult issues to the administrator as needed; provide technical information and assistance related to program or organizational operations and related laws, rules, regulations, policies and procedures.
- Compile information and prepare and maintain a variety of records, logs and reports related to programs, students, financial activity, budgets, attendance, staff, projects and assigned duties; establish and maintain filing systems; revise, verify, proofread and edit a variety of documents.
- Input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets, manipulate data and generate various computerized lists and reports as requested; assure accuracy of input and output data.
- Compose, independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, forms, letters, memoranda, bulletins, agenda items, labels, fliers, requisitions, handbooks, newsletters, brochures, certificates, contracts and other materials; format materials to meet program and office needs.
- Research, compile and verify a variety of data and information; compute statistical information for various reports as necessary; process a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed.
- Coordinate, schedule and attend a variety of meetings, workshops and special events; prepare and send out notices of meetings; compile and prepare agenda items and other required information for meetings, workshops and other events; set up equipment and supplies for meetings and other events as needed; take, transcribe and distribute minutes as directed; assist in the preparation of meeting materials and reports.
- Monitor funds for income and expenditures; assist in assuring expenditures to do not exceed established budget limitations as assigned; calculate, prepare and revise accounting and budgetary data; balance and reconcile assigned accounts and budgets as required.

- Assist in the budget development process by gathering and compiling required information; maintain budget records and files; prepare and input accounting forms such as purchase orders, payment vouchers; monitor budget and staffing requests.
- Prepare and review routine personnel and payroll requisitions and claims for reimbursements.
- Perform special projects and prepare various forms and reports on behalf of the assigned administrator; attend to administrative details on special matters as assigned.
- Monitor and update department or program website information, as directed.
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; drive a vehicle to conduct work.
- Receive, sort and distribute mail; prepare and distribute informational packets and bulk mailings as directed.
- Maintain appointment and activity schedules and calendars; coordinate travel arrangements and hotel reservations as necessary; reserve facilities and equipment for meetings and other events as needed.
- Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory as required; prepare, process and code purchase orders and invoices as assigned; arrange for billings and payments as directed.
- Train, direct, schedule, and supervise student assistants; provide work direction and train staff as assigned.
- Attend a variety of meetings and coordinate events related to position as assigned; serve on committees that involve staff from multiple departments; record proceedings, maintain committee records.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

1. Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science
2. OR related field and three years increasingly responsible secretarial or administrative assistant experience involving frequent public contact.

KNOWLEDGE OF:

- Department or program organization, operations, policies and objectives.
- General functions, policies, rules and regulations of a community college.
- Office management techniques and procedures.
- Policies and objectives of assigned programs and activities.
- Terminology, practices and procedures of assigned office.
- Record-keeping and filing techniques.
- Business letter and report writing, editing and proofreading.
- Telephone techniques and etiquette.
- Methods, procedures and terminology used in clerical accounting work.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Data control procedures and data entry operations.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Methods of collecting and organizing data and information.
- Mathematic calculations.
- Public relations techniques.

ABILITY TO:

- Perform varied and responsible secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail.
- Plan, coordinate and organize office activities and coordinate flow of communications and information for the administrator.
- Assure smooth and efficient office operations.
- Learn organizational operations, policies and objectives.
- Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Compose correspondence and written materials independently or from oral instructions.
- Perform a variety of clerical accounting duties in support of assigned department or program.
- Type or input data at an acceptable rate of speed.
- Answer telephones and greet the public courteously.
- Complete work with many interruptions.
- Compile and verify data and prepare reports.

- Maintain a variety of records, logs and files.
- Utilize a computer to input data, maintain automated records and generate computerized reports.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Add, subtract, multiply and divide with speed and accuracy.

ASSIGNMENT AND SALARY

The starting salary for this 40-hour per week, 12-month per year position is \$3,156 per month. This is a 6 step classification with a salary range of \$3,156 to \$3,659 per month.

BENEFITS

The District offers an outstanding benefits package including medical, dental and vision coverage to employees and qualified dependents. A brief description of current benefit offerings is as follows:

- **Medical/Prescription:** Employees may select from six medical plan offerings to best meet the needs of their family. All medical plans are Blue Shield PPO Plans. Prescription coverage is provided by CVS/Caremark. The medical plan options range from a 90/10 plan with \$100 deductible, to a high \$1,250 deductible with 80% coinsurance after the deductible is met.
- **Dental:** Dental coverage provided through Delta Dental with up to a \$2,000 annual maximum and a \$50 deductible for non-preventative services.
- **Vision:** Vision coverage is provided by Vision Services Providers and provides for an annual exam with a \$10 co-pay, and lenses and frames or contact lenses up to specified limits.
- **District/Employee Contributions:** There is a four tier cap for employee benefits: \$9,117 for employee only, \$13,509 for employee + children, \$14,757 for employee + spouse, and \$21,573 for employee + family. Some plans require a monthly employee cost share.

In addition, the District provides vacation, sick leave and paid holidays. The employee participates in the Public Employee Retirement System through District and employee contributions.

PHYSICAL ABILITIES:

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Light to moderate stress level.

ENVIRONMENTAL CONDITIONS:

Indoor work environment – normal temperature.

Occasional exposure to outdoor weather extremes.

CONTACTS:

Daily contact with students and District staff.

Occasional contact with parents, community members and outside agency personnel.

OCCUPATIONAL CERTIFICATES/LICENSES:

Valid California driver's license and insurance.

APPLICATION PROCEDURE:

To be considered for this position candidates must submit all required documents prior to 1:00 p.m. on February 20, 2017. Postmarks are not accepted. Materials submitted in addition to those listed below will not be considered in the screening process. It is the applicant's responsibility to ensure that all requested materials are received by the filing deadline. **All materials submitted are for this position only, and become the property of the District. Materials will not be returned, copied, or considered for other openings. Any travel expenses incurred are the applicants' responsibility.**

REQUIRED DOCUMENTS:

The following materials should be submitted to:

Human Resources
College of the Siskiyous
800 College Avenue
Weed, CA 96094
HR@siskiyous.edu

The Human Resource Office is located in the Administration Wing of the John Mantle Student Center on the Weed Campus. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

- Application Cover Sheet (Available at www.siskiyous.edu/employment/documents/ApplicationCoverSheet.pdf)
- Cover letter which addresses Minimum and Desired Qualifications
- Current Resume
- Transcripts of any college work. (Copies are acceptable to apply. The successful candidate must provide original transcripts upon hiring. Foreign transcripts **must** include a U.S. evaluation **and** translation.)
- A list of four references. Include the reference's title and current contact information. (Three of the references should have no affiliation with College of the Siskiyous.)

Information about this position may be requested by writing, calling or emailing:

**Human Resources
College of the Siskiyous
800 College Avenue
Weed, CA 96094
Phone: 530-938-5317
Fax: 530-938-5380
HR@siskiyous.edu**

SCREENING PROCESS

After the preliminary screening, selected candidates will be invited to the campus for an initial interview with the Search Committee. Candidates to be interviewed will be selected from applicants who most closely meet the minimum and desired qualifications. Meeting the minimum qualifications does not guarantee an interview. The Search Committee will recommend a slate of finalists to the Superintendent/President for a final interview.

The District reserves the right to re-advertise the position or to delay indefinitely filling of the position if it is deemed that applicants for the position do not constitute an adequate applicant pool or if funding is not available.

CONDITIONS OF EMPLOYMENT

Employees must satisfy all the pre-employment requirements prior to appointment that include, but are not limited to, tuberculosis clearance (EC 87408.6), fingerprint processing, and verification of their legal right to work in the United States. A pre-employment physical examination may be required.

Applicants requiring reasonable accommodations in completing the application or interview process must notify the Human Resources Office in advance.

College of the Siskiyous is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.

College of the Siskiyous is accredited by the Accrediting commission for Community and Junior Colleges of the Western Association of Schools and Colleges.