Job Announcement

ADMINISTRATIVE ASSISTANT
Classified Position
Application Deadline: Friday, March 11, 2016 By: 4:30pm

Thank you for your interest in employment at Palo Verde Community College District. The following is important information concerning the employment process.

APPLICATION PROCESS

Our employment application form is designed to assist the search committee in evaluating whether or not you possess the required knowledge and skills for the position for which you are applying. Job related information from all applicants will be evaluated to identify those best qualified. Only the best-qualified applicants will be selected for testing and further evaluation. Therefore, the application must be completed to allow a comprehensive review and evaluation. Failure to complete the application (and supplemental material, when required) will constitute failure to comply with the selection process and the application will be rejected.

1. To guarantee consideration, a completed application and any other required material listed on the “Job Announcement”, must be received in the human resources office by the published closing date.
2. Applications are only accepted for positions currently open for recruitment.
3. Current employees who are applying for a position should be aware that material from their personnel files will not be included as part of the application packet, and they should, therefore, provide information on past and present employment in the same degree of detail as any other candidate.
4. Applicants wishing to apply for more than one position must submit a separate application and required materials for each position. Legible photocopies of applications will be accepted only with an original signature and date.
5. Complete all areas of the application. Do not write “See Resume”.
6. Please read the job announcement/description carefully to insure your background meets the requirements of the position.
7. The district reserves the rights to close, re-advertise, extend the recruitment period, or cancel filling a position at any time.
8. Meeting minimum requirements does not guarantee you an interview.
9. Travel costs related to these initial interviews will be borne by the candidate.

The fillable application can be found on the PVC web site at www.paloverde.edu.

All application materials must be typed and include the following:
1. Cover Letter
2. Palo Verde College Classified Application – Typed
3. Resume
4. Proof of Education Level – Copy of all levels of transcripts (if hired, official transcripts will be required)

Submit application materials to:
Mrs. Cecilia Garcia, Chief Human Resources Officer
At humanresources@paloverde.edu
Palo Verde Community College District
One College Drive, Blythe CA 92225
760-921-5478

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District 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, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.
PALO VERDE COMMUNITY COLLEGE DISTRICT

ADMINISTRATIVE ASSISTANT

NATURE OF THE POSITION

Under the direction of the assigned administrator, the Administrative Assistant is responsible for providing complex secretarial and administrative support.

DUTIES AND RESPONSIBILITIES

1. Organizes, coordinates, and oversees the day-to-day activities of the assigned office to ensure efficient and effective office operations; organizes and coordinates office activities and communications; performs complex duties to assist the Vice President with details.

2. Performs complex and responsible administrative assistant duties with substantial initiative and judgment to attend to issues in the absence of the assigned Vice President.

3. Greets visitors and answers telephones; organizes and establishes filing and record-keeping systems; sorts and prioritizes mail and correspondence for Vice President’s personal reply or signature.

4. Serves as a liaison between administrators, faculty, staff, students, the community, and other relevant parties; provides information regarding District programs, policies, procedures, and regulations; responds to difficult, sensitive, and confidential inquiries or requests for information.

5. Coordinates the resolution of problematic issues within assigned area of responsibility, including facilities, maintenance, equipment, and other related items.

6. Trains and directs student workers as assigned; organizes, coordinates, and oversees office workflow; assures completion of clerical assignments in accordance with established timelines and approved procedures.

7. Coordinates and processes various special projects and programs for the Vice President and the division; communicates policies and procedures with faculty, administration and staff; evaluates documents for completeness and accuracy.

8. Screens and directs calls and visitors to appropriate personnel; schedules and confirms appointments and maintains Vice President’s calendar; coordinates travel arrangements and accommodations.

9. Enters data, maintains records, and generates reports for assigned area of responsibility.

10. Creates a variety of correspondence, reports, forms, contracts, lists, requisitions, memoranda, letters and other documents from rough draft, verbal instruction, or general notes; proofreads, and prepares a variety of written materials, determining appropriate format and presentation; maintains confidentiality of sensitive materials.

11. Maintains a variety of complex hard copy and/or electronic files and records often involving confidential materials; maintains confidentiality, including, but not limited to, information regarding Governing Board, District, personnel, student, collective bargaining, and controversial matters.

12. Compiles information and data and assists in the preparation of statistical and narrative reports; conducts research as required; inspects documents, forms, records, and other materials for accuracy and completeness; processes forms and documents according to established procedures.
13. Prepares agenda items for division meetings; attends, participates, and takes and transcribes minutes and distributes to appropriate personnel.

14. Assists in the preparation, tracking, and monitoring of assigned budgets; assists division personnel in the development and allocation of budgets and expenditure of funds; inspects and resolves discrepancies in account balances.

15. Plans, coordinates, and organizes specialized programs, events, and/or other related items as assigned.

16. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.

17. Participates in shared governance through service on planning and/or operations committees and task forces.

18. Performs other related duties and responsibilities as assigned.

REQUIRED QUALIFICATIONS

1. Associate’s degree from an accredited institution in business administration or a related field.

2. Five year’s experience providing administrative support, including a minimum of two years in an executive office supporting a senior administrator within a large, complex organization.

3. Knowledge of modern executive office management, practices, procedures, and equipment; basic math proficiency; and, basic research techniques.

4. Knowledge of and proficiency in the utilization of standard office productivity software programs (e.g., MS Word, Excel, PowerPoint, Outlook), personal computers, and the internet.

5. Type at 50 wpm with 100% accuracy.

6. Ability to communicate effectively both orally and in writing.

7. Demonstrated sensitivity to and understanding of the diverse academic, social, economic, cultural, disability and ethnic backgrounds of community college students.

8. Passage of the College’s clerical skills tests.

PREFERRED QUALIFICATIONS

1. Bachelor’s degree from an accredited institution.

2. Ability to speak, read, and write Spanish.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. The physical demands and work environment are typical of an administrative job in an office environment.

2. The incumbent must be able to perform the essential functions of the job, with or without a reasonable accommodation.

CLASSIFICATION/SALARY

1. This is a Full Time position, 40 hours per week, 12 months. May include evening and weekend duty.

2. Row 10 on the Classified salary schedule.

3. The college offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance as accorded per CSEA agreement.