ADMINISTRATIVE ASSISTANT I, ECONOMIC DEVELOPMENT (SECTOR NAVIGATOR)
CHINO CAMPUS

(This position is contingent on grant funding)

Application deadline: Extended to Wednesday, September 18, 2013 4:00 PM

POSITION DESCRIPTION
Under general supervision of the Sector Navigator, Energy and Utilities, serves as support for the Sector Navigator grant, providing responsible clerical, secretarial, and administrative support involving the coordination of diverse functions into a cohesive program or service; required to exercise some independent judgment and to control the release of sensitive information.

RESPONSIBILITIES INCLUDE
- Compiles complex documents such as class schedules, college catalog, and curriculum guides according to established guidelines.
- Assists in the development and preparation of reports, Board items, budgets, and grant proposals; collects data and provides research assistance for various studies and reports.
- Maintains complex recordkeeping systems and schedules; assists instructional staff in developing and coordinating class schedules.
- Processes a variety of documents relating to personnel, budgeting, and curriculum requirements.
- Coordinates specific activities and events of assigned office and arranges for ancillary services. Such activities may include student government elections, program registration, classes, seminars, conferences, and fund-raising events.
- Maintains updated knowledge and records of regulations and requirements applicable to assigned office; monitors transactions, programs, and services to ensure compliance.
- Organizes office systems; contributes to the development of office policies and procedures.
- Types, edits, and formats a variety of instructional and administrative materials; composes correspondence from general instructions; may take and transcribe dictation and prepare minutes of meetings.
- Uses a variety of office equipment including word processor, computer terminal and printer, calculator, and copy machines.
- Sorts and distributes mail; answers telephones; screens and routes calls and visitors; provides information to staff, students, and the public regarding programs and functions of assigned office.
- Maintains a variety of logs, files, and records including files of a supervisory and/or sensitive nature; controls the release of sensitive information to authorized personnel.
- May maintain and audit financial records related to assigned office, monitor budgets, and collect and account for money, disburse checks, and assist in budget preparation.
- May train and coordinate the work of clerical and student employees.
- Performs related duties as assigned.

DISTRICT QUALIFICATIONS
- Any combination of education, training, and experience that provides the required knowledge, skills, and abilities. An example of this would be completion of high school with responsible secretarial or clerical experience.
- Knowledge of generally accepted office practices, procedures, and equipment; knowledge of basic arithmetic; knowledge of proper English usage, grammar, vocabulary, and spelling.
- Ability to type 50 net words per minute; and to learn to operate computer systems used in assigned office.
- Ability to learn, apply, and communicate policies, procedures, and regulations relevant to assigned office.
- Ability to organize office procedures and prioritize workload; ability to meet defined deadlines.
- Ability to maintain accurate and orderly records and files.
- Ability to use initiative and judgment in working independently while recognizing matters which should be referred to supervisor; ability to maintain sensitive information.
- Ability to follow written and oral directions.
- Ability to communicate effectively orally and in writing and to establish and maintain cooperative working relationships with staff, administrators, faculty, students, and others contacted in the course of performing assigned duties.
- Demonstrated sensitivity to the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS
- Experience with computer programs including Microsoft Word, Excel, PowerPoint, Access.

SPECIAL CONDITIONS
This position will be located at our Chino Campus
Scheduled hours: Monday through Friday 7:30 a.m. – 4:30 p.m.,
APPLICATION PROCESS
Applications must be filled out completely and in detail. The application package must include a District application and a resume. Please do not include any additional documents not required in this section.

CONDITIONS OF EMPLOYMENT
This is a full-time, 12-month, classified bargaining unit position. This position is dependent on CalWORKs and Workforce Development Grant funding. Starting date: as soon as possible. Range 13 of the CSEA Salary Schedule, with a starting salary of Step A, $3,093/month; progresses over time to $4,353/month. Excellent benefit package.

Must achieve qualifying scores on tests to be administered by the college: A skills test incorporating letter formatting, English usage, grammar, punctuation and vocabulary; and a general math test. TESTING FOR THIS POSITION IS SCHEDULED FOR FRIDAY, SEPTEMBER 20, 2013, AT 8:00 AM. APPLICANTS MUST MAKE AN APPOINTMENT FOR TESTING WITH HUMAN RESOURCES AT THE TIME MATERIALS ARE SUBMITTED OR BY CALLING (909) 652-6528 AFTER APPLICATION MATERIALS HAVE BEEN RECEIVED BY HUMAN RESOURCES.

Chaffey Community College District is committed to equal opportunity employment. 13-14/15CL