Position
Number:
CLA15-157

Review Date: March 3, 2016

ESSENTIAL DUTIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Serves as administrative assistant, management aid, and office coordinator/liaison between the Vice President and department staff, students, other District employees, and the public.

2. Communicates information and responds to inquiries from office visitors, telephone callers, and/or via email concerning a wide range of subjects relating to District, requiring judgment, knowledge, and interpretation of policies, regulations, and operational procedures, including e-mail messages directed to the District via the District website and social media channels, and routing and answering routine requests for information.

3. Prepares, monitors, and processes purchase requisitions for all of District Communications. Inventories and recommends expenditures for office equipment, materials, and supplies and assures their timely ordering, receipt, and storage. Reviews invoices and other expenditures prior to submission for payment processing.

4. Prepares purchase orders for print and electronic advertising with local and regional media outlets. Monitors product delivery and collate final products with existing purchase order; brings any discrepancies to the attention of the Director of Advertising and Social Media.
5. Assists with the development, maintenance, and coordination of department annual budgets, including grants and auxiliary budgets. Monitors all budget activities, ensures expenditures are classified properly, and notifies the Vice President when expenses may exceed established budgets. Makes deposits and processes budget transfers, salary account code changes, and other financial related items/forms.

6. Maintains a calendar of events and activities, coordinating with various departments and with the district’s web site designer. Assists in updating and maintaining the PIO/News/Board of Trustees and Performing Arts section of the district’s website.

7. Coordinates with department staff to process requests from campus departments for announcements on digital display boards, uploads content for display, and removes expired content.

8. Assists with proofing for accuracy and consistency with established Associated Press style requirements, a wide variety of District publications, presentations, flyers, announcements, etc. prior to sending to Reprographics or professional printers for production.

9. Assists with distributing routine press releases, announcements to print and media outlets, websites and blogs via the most appropriate means for each outlet.

10. Assists in planning, coordinating and organizing special events for the District.

11. Maintains computerized databases and mailing lists for the District’s external communications, marketing and public relations functions and prepares mass mailings.

12. Oversees, compiles, organizes and maintains college archives, including news clip files and all other files, data and materials relating to the work the department handles, including distribution of clippings and other materials to internal and external publics as directed.

13. Prepares travel requests and makes travel arrangements for the department staff.

14. Performs routine administrative tasks including maintaining calendars, schedules and appointments, picking-up and distributing mail, maintaining office files and records, keeping minutes, reviewing and screening incoming correspondence and communications and referring matters to the managers and/or other staff as appropriate. Assists in scheduling photo and staff coverage of district events. Distributes, prepares/transcribes, reviews, and arranges correspondence independently or in accordance with general instructions. Refers specific communications or correspondence to appropriate staff members for the gathering of data or for a response.

15. Prepares hire authorizations, provides work direction, monitors work schedules, and assists with training for college assistants and adult hourly employees. Processes and ensures timesheets are completed correctly and submitted to payroll in a timely manner. Reconciles college assistant and adult hourly costs to allocated budget.

16. Provides occasional support to the college’s Communication Center/Mailroom, staffing those operations in the absence of the Communication Center/Mailroom staff.

17. Completes special projects as assigned by the Vice President.

18. Performs other related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES

Position requires knowledge of:

- Policies, procedures, functions and organization of college District Communications.
- Modern automated record-keeping systems.
- Computer software applications including email, spreadsheet, database, presentation and word processing programs.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Community college organization, operations, policies and objectives.
- Interpersonal and phone skills using tact, patience and courtesy.
- Policies and objectives of assigned programs and activities.
- Budget and accounting practices.
- Special event planning and organization.
- Public relations and marketing principles and practices.

Position requires ability to:

- Coordinate, organize and schedule administrative and clerical functions and activities.
- Learn, interpret and apply legal mandates, policies, regulations, guidelines and operational procedure including the ability to apply current State and federal regulations pertaining to the position.
- Demonstrate interpersonal skills while using tact, patience and courtesy.
- Communicate effectively in oral and written form with excellent spelling and grammar skills.
- Work effectively and demonstrate currency of knowledge with computers and other forms of advanced technology utilized in providing high quality services and word processing, internet, research, presentation, database, web design and maintenance, and spread sheet computer software.
- Understand/carry out oral and written directions.
- Effectively function in a setting with tight deadlines, multiple projects and a heavy workload.
- Comprehend, apply and create functional programs and content for the various social networking sites available now and in the future.
- Think creatively and apply innovative solutions to the rapidly-evolving world of communication utilizing computers and various other electronic devices.
- Type with speed and accuracy using word processing, spreadsheet and other business-related software. Demonstrate proficiency in MS Office Suite.
- Establish and maintain cooperative working relationships.
- Maintain confidentiality when dealing with sensitive and privileged material and information.
- Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staffing and the community.

MINIMUM QUALIFICATIONS

Experience:
Three (3) full-time equivalent years of general office support in a position such as administrative assistant, executive assistant, office manager, office coordinator, etc. or two (2) full-time equivalent years of experience in a public relations, communications, advertising or marketing field.

Education:
Education equivalent to an Associate’s degree (60 semester units) is required. Two additional years of related experience in addition to that identified below may be substituted for one year (30 units) of the education requirement.

DESIRABLE QUALIFICATIONS
- Bachelor’s degree or equivalent in Journalism, English, Public Relations, Marketing, Advertising, Communications, Business or a closely related field.
- Experience in information management and office administration.
- Experience in journalism, advertising, marketing or public relations.
- Experience with or knowledge of District Communications policies and procedures.
- Extensive use of computer applications: Microsoft Office Suite software (Access, Word, Excel, Outlook, and PowerPoint) and administrative software (Datatel, Banner, PeopleSoft, etc.).

SALARY PLACEMENT
Salary placement will be on Range 30 of Classified Represented Salary Schedule B ($2,991.35-$4,653.78 per month as pro-rated for 72.5%). Initial salary step placement for new employees is customarily at step 1, 2, or 3 ($2,991.35 / $3,172.60 / $3,347.33 as pro-rated for 72.5%) of this 11-step salary range; step advancement is yearly up to step 7; with advancement to step 8 after two years at step 7. Employee must spend at least two years at Step 8 before moving to Step 9; three years at Step 9 before moving to Step 10; and four years at Step 10 before moving to Step 11.

Probationary period for new Classified employees is one year. Work year is 12 calendar months. The normal workweek for this position is 29 hours. Paid holiday, discretionary, vacation, personal necessity, and sick time are provided and will be pro-rated based on hours worked. A regular work schedule will be assigned, with the ability to occasionally work a flexible schedule as needed. A Classified employee is required to either become a dues paying member of the Classified School Employees Association (CSEA) Chapter, or pay a service fee.

PHYSICAL CHARACTERISTICS
Position requires sitting and viewing a computer monitor for extended periods of time plus frequent periods of standing and walking, which may include climbing staircases; frequently exerting 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects; reaching, bending, stooping, kneeling and crawling; handling and working with various materials and objects; dexterity of hands and fingers to operate a computer keyboard and related equipment; hearing and speaking to communicate and provide information to others; vision to read printed material and computer monitor; may be exposed to occasional contact with dissatisfied or abusive individuals; and travel from site-to-site.

DISTRICT CLASSIFIED EMPLOYEE BENEFITS
Part-time Classified employees working 20 to 30 hours per week are provided with a diversified program that includes medical,
dental and vision insurance for employee only, disability and life insurance as well as Section 125 options. These benefits commence on the first of the month following date of hire. Professional development opportunities are provided to all employees. Educational incentive program is available to Classified Represented and Confidential employees.

RETIREMENT: Classified employees contribute to the Public Employees’ Retirement System (PERS), a defined benefit retirement plan through the State of California.

CONDITIONS OF EMPLOYEMENT
- Successful completion of background fingerprint clearance, pre-employment physical examination (disabilities not related to the physical job will not affect the application process) and TB screening.
- Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.
- Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.
- Board of Trustees approval.
- Official, sealed transcripts are required upon offer of employment.

APPLICATION AND SELECTION PROCESS
Applicants are encouraged to complete their applications online. Please visit our website at:
http://www.canyons.edu/Offices/HumanResources.
If you require assistance, please call the Human Resources office at (661) 362-3427 or for the hearing impaired TTY/TDD Line at (661) 362-5178. Applicants may check the status of their application online and may expect to be notified within approximately 4 – 5 weeks following the Review Date as to the status of their application.

All application materials must be uploaded online or received in the Human Resources office by the end of the day on the Review Date in order to assure consideration for this position. Postmark is not acceptable for this purpose. Separate application materials must be submitted for each position applied for. Materials submitted become property of the District and will not be returned, copied, or considered for other openings. The Human Resources office is located in the University Center, Suite #360 at 26455 Rockwell Canyon Road, Santa Clarita, CA, 91355.

Your application is not complete until the following required materials have been uploaded online or received by the Human Resources office:
- District CLASSIFIED Application.
- Detailed resume, which includes month/year dates of employment and descriptions of responsibilities at each employer.
- Letter of interest (cover letter). In your letter, please address your qualifications and experience as they pertain to the job duties and the abilities section of this announcement.
- Copies of complete and legible college transcripts clearly indicating all college units earned and any degree awarded. You can submit unofficial copies of transcripts for application purposes. Copies of diplomas are not acceptable in lieu of college transcripts. Official, sealed transcripts are required upon offer of employment. Please see our website for the requirements for evaluation of transcripts from foreign colleges or universities.
- Supplemental Questionnaire. Please answer the following questions as part of your application packet.
  1. Please describe your experience working in a general office support position (such as administrative assistant, executive assistant, office manager, office coordinator, etc.) or working in a public relations, communications, advertising, or marketing field. Include employer name(s), position title(s), dates of employment, full-time or part-time status (including number of hours per week), your roles and responsibilities. Please provide your total years of full-time equivalent experience in this field.
  2. Do you possess education equivalent to an Associate’s degree (60 semester units) from an accredited college or university? (yes/no) Please provide a legible copy of your college/university transcript in your application packet. Copies of diplomas are not acceptable in lieu of college transcripts.
  3. Please describe your experience with financial record keeping in a workplace setting.
  4. Give examples of times when you had to field requests coming into your office that were confusing or vague. What steps did you take to clarify the needs of the requestor and determine the action steps necessary?
  5. Please describe any experience you may have in event planning and facilitation.
  6. Describe your experience working with MS Office Suite software, including Microsoft Word, Excel, and Outlook (e-mail). Provide one or more examples of how you have used such programs in the workplace.
7. Please describe your experience working with an administrative software program such as Banner, Datatel, PeopleSoft, or a proprietary system. Provide one or more examples of how you have used such programs in the workplace.

8. Why do you want to work as an “Administrative Assistant III (District Communications)(72.5%)” staff member at College of the Canyons?

- Letters of Reference are optional.
- Confidential Recruitment Source Sheet (optional).

Please note:
- Skills evaluation of candidates for interview may be required.
- Travel and relocation expenses are the responsibility of the applicant.
- Hiring committees review all complete, qualified application packets. Possession of the minimum qualifications does not guarantee an interview.
- “Experience” generally refers to relevant paid experience. In some instances, unpaid experience may be counted as experience towards meeting the minimum qualifications or requirements for the position only if it entailed responsibilities substantially similar to those of relevant paid positions in the field. It is the applicant’s responsibility to provide sufficient information and details to the Human Resources office at the time of submission of their application packet. Details should include the organization, contact name and contact information, start and end dates, hours per week, and a list of relevant unpaid/volunteer duties or responsibilities performed. Not all unpaid experience may qualify. Upon offer of employment, an applicant will be required to obtain written verification(s) of any relevant unpaid/volunteer experience.

Applicants are encouraged to apply online. If you need assistance with the application process, contact:

Human Resources Office
(661) 362-3427
TTY/TDD (661) 362-5178 or visit our website at www.canyons.edu/offices/humanresources

It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. 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. Resumes may not be submitted in lieu of the official application form.
Innovative. Collaborative. Entrepreneurial. These characteristics not only define College of the Canyons, but also mark the faculty, staff, and administrators who make this college one of the most unique among the 113 California Community Colleges.

Established in 1969, College of the Canyons is among the fastest growing community colleges in the nation. It is widely recognized as a model community college for enhancing student access, success, and equity. In fact, its completion rates rank among the highest in the state. The college has also established a well-deserved reputation for bolstering economic development, and offering innovative career technical education responsive to industry needs.

Guided by visionary leadership, College of the Canyons serves the dynamic, growing Santa Clarita Valley and surrounding regions within a 367-square-mile area of northern Los Angeles County. A steady infusion of new residents and businesses creates a spirit of possibilities that inspires the college to be flexible, creative, and attuned to the evolving needs of the community. The growing diversity of the community is mirrored by the college, which qualifies as a Latino-serving institution.

The college’s influence in the community is best illustrated in the dozens of collaborative partnerships it has forged with local school districts, regional government entities, and service organizations. Thousands of children visit the college’s Performing Arts Center annually thanks to the K-12 Arts Education Outreach initiative. Together, the City of Santa Clarita and the college operate the WorkSource Center to bring job seekers together with employers. And, Academy of the Canyons, an early/middle college high school that is ranked among the top 10 percent of high schools in the nation, is housed on our Valencia Campus.

College of the Canyons is housed on two campuses – Valencia and Canyon Country. It features 62 degree and 71 certificate programs, along with 19 associate degree for transfer (AD-T) options. Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions. In addition, the University Center located on the Valencia Campus offers approximately 40 certificates and credentials, along with bachelor’s and master’s degrees, from partnering four-year colleges and universities.

Because of the college’s commitment to meeting the needs of the community, local voters have approved two bond measures valued at more than $240 million since 2001. The college also secures substantial funds from the state, and millions of dollars in grants each year that allow new, cutting-edge programs to be developed and facilities to be built to accommodate them. The college is designated as a Hispanic Serving Institution.

Given its commitment to growth and innovation, College of the Canyons sets a new standard for what a college can achieve. It is a vital cultural, educational and economic force in the region. Join us here, and you will discover unexpected opportunities, the freedom to innovate, and a chance to shape the future.

EQUAL EMPLOYMENT OPPORTUNITY:
The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.

Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources office directly at (661) 362-3427.