



TAFTCOLLEGE

WEST KERN COMMUNITY COLLEGE DISTRICT

Human Resources

29 Cougar Court

Taft, CA 93268

661-763-7805

www.taftcollege.edu

Classified Employment Opportunity

Application Deadline: Friday, November 17, 2017 @ 4:00 p.m.

Children's Center Office Manager

Classified Salary Schedule Range 22 ~ \$3,563.00 - \$4,548.00 per month in six steps. The District provided health and welfare benefits, valued at \$19,530.96 for 2017-18 includes medical, dental, and vision for the employee and dependents, and life insurance for the employee.

Disclaimer ~ Positions in this classification may be grant or categorical funded and continued employment is contingent on adequate availability of funds.

GENERAL INFORMATION

Taft College is a single-campus district in Kern County. Taft is located in the foothills at the southwestern edge of the San Joaquin Valley just 35 minutes west of Bakersfield, two hours north of Los Angeles and two hours from California's central coast. The Taft area is home to 18,000 residents and numerous companies who enjoy friendly neighbors, temperate climates and bustling economy. Cultural and recreational opportunities include the West Kern Oil Museum, Carrizo Plain National Monument, Tule Elk State Reserve and the Buena Vista Aquatic area. Residents enjoy a reasonable cost of living along with affordable housing and good schools.

The college is a designated Hispanic Serving Institution (HSI) with unique programs in Energy Technology, Engineering, Dental Hygiene and STEM-related disciplines. Taft College's Full Time Equivalent Students are over 2,600 with an average class size of 20. The District has a diverse student body that is 55.9% Hispanic, 31.6% White, 6.2% Black, 2.2% Mixed Race, 1.7% Asian, 1.1% Filipino, 0.7% Native American, 0.4% Unknown and 0.3% Pacific Islander.

The college has 61 full-time faculty, 78 adjunct faculty, 138 classified staff, 24 classified administrators and 7 certificated administrators.

DEFINITION

Under limited supervision, the Children's Center Office Manager provides direct assistance to the Children's Center Director by performing a general range of coordination duties including daily oversight and budget.

REPRESENTATIVE DUTIES

Please refer to the Taft College website to view the complete position job description.

The following duties are typical of those performed by employees in the classification, however, employee may perform other related duties not listed and not all duties listed are necessarily performed by each employee.

Assist in daily operations of the Children's Center Office.

Equal Employment Opportunity

The West Kern Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities, and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas.

Application materials are available in the HR Department, on our website under Jobs and EdJoin.

Website:

www.taftcollege.edu

www.edjoin.org

Human Resources Department

Hours:

Monday - Friday

8:00 a.m. - 4:30 p.m.

REPRESENTATIVE DUTIES, CONTINUED

Prepare and maintain program budgets and independently track expenditures to assist in the maintenance of a balanced budget, and make budget transfers as necessary.

Maintain data files.

Prepare reports, letters, and memos.

Assist Director in confidential matters.

Track and verify all time cards for employees.

Compiles monthly attendance data, monthly meal count reimbursement claims, payments, and expenditures to complete reports to State of California and fiscal reports for various grants.

Bills, collects, record, and deposit payments for the Center.

Assists in maintaining required staff/child ratios.

Assists staff, children, and parents in emergency situations.

Assists with accreditation visits and follow-up.

Completes mandatory State trainings.

Assist with licensing reports.

In the absence of the Director, provides direction and guidance to staff.

Attends meetings as assigned and provides administrative support.

Assists staff with purchase orders and travel processing.

Processes mail.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Associate Degree or equivalent and one (1) year of experience in an office setting. In the absence of an Associate Degree, the candidate may have high school diploma or equivalent and three (3) years of experience in an office setting. Possess the sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students.

DESIRABLE QUALIFICATION

California Department of Education on Teacher Credentialing Site Supervisor Child Development Permit.

PHYSICAL REQUIREMENTS

1. Ability to work at a desk, a conference table, or in meetings of various configurations.
2. Ability to stand and circulate for extended periods of time.
3. Ability to see for purposes of reading laws, codes, rules, policies, other printed matter, and observing students.
4. Ability to hear and understand speech at normal levels.
5. Ability to communicate so others will be able to clearly understand a normal conversation.
6. Ability to bend and twist, run and jump.
7. Ability to lift and carry 50 lbs.
8. Ability to reach in all directions.
9. Flexibility and agility in participation in children's activities.

Reasonable accommodations will be made for candidates and employees with physical disabilities.

PAY RANGE

Range 22 on the Classified Employees Salary Schedule/Non-Exempt.

SUPERVISION

Supervision is received from the Director of the Children's Center. Provides daily work direction and supervision and maybe given work direction on projects as assigned.

HOURS & TERMS OF EMPLOYMENT

Assignments are typically 40 hours per week and 12 months per year.

May require over-time or evening hours throughout the year.

Work is generally performed indoors but may involve traveling to district or county offices to complete assignments or for research, workshops, training or meetings.

CONDITIONS OF EMPLOYMENT

Employment with Taft College is not complete or official until applicants meet all pre-employment requirements. Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a recognized U.S. credential evaluation service. Offers of employment are contingent upon Board of Trustees approval. All new employees are required to submit official transcripts, proof of freedom from tuberculosis, and proof of eligibility to work in the United States. Employees must sign an Oath of Office and submit fingerprints for CA Department of Justice clearance. A current CA driver license is required. Taft College reserves the right to modify or rescind this job announcement at any time.

APPLICATION PROCEDURE

To be considered for review, applicants must submit the following application materials:

1. A West Kern Community College District classified application or online Edjoin application.
2. A cover letter outlining your education and experience relevant to this position.
3. A current resume.

Application forms may be obtained from www.taftcollege.edu

Send all application materials to:

Taft College
Human Resources Department
29 Cougar Court
Taft, CA 93268
Telephone: 661-763-7805
Email: tcjobs@taftcollege.edu

Classified online application submission: www.edjoin.org

Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.

APPLICATION DEADLINE

Application materials must be in the Human Resources Department no later than 4:00 p.m. on Friday, November 17, 2017. It is the applicant's responsibility to ensure that all application materials are received. Application materials must be mailed, hand delivered, or e-mailed. Emails must be followed by original documents. All application packets that are complete at that time will be forwarded to the screening committee. Incomplete applications may not be reviewed.

INTERVIEW

A candidate selected for an interview will be required to visit Taft College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

MISSION STATEMENT

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable environment defined by applied knowledge leading to students' achievement of their educational goals.

Applicants who are protected under the Americans with Disabilities Act and who, are due to a Disability, require accommodations for completing the application process, testing, (if required for the position), or the interview, should notify the Human Resources Department 10 working days before the accommodation is required.