



**TAFT COLLEGE**

WEST KERN COMMUNITY COLLEGE DISTRICT

Human Resources

29 Cougar Court

Taft, CA 93268

661-763-7805

[www.taftcollege.edu](http://www.taftcollege.edu)

## Confidential Employment Opportunity

Application Deadline: Open until filled, priority consideration date of Monday, September 10, 2018 @ 4:00pm

### Administrative Specialist

2018-19 Confidential Salary Schedule Grade 4, \$44,591.00-60,446.00. The District provided health and welfare benefits, valued at \$19,530.96 for 2018-19 includes medical, dental and vision for the employee and dependent, and life insurance for the employee.

#### 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 62 full-time faculty, 80 adjunct faculty, 146 classified staff, 24 classified administrators and 7 certificated administrators.

#### GENERAL RESPONSIBILITIES

Under general supervision, performs a variety of specialized clerical tasks in support of the administrative functions of the offices of the Superintendent/President and Instruction; performs related duties as assigned.

#### DUTIES AND RESPONSIBILITIES

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

Note: this individual is shared by the Office of the Superintendent/President and Office of Instruction. The duties for each office are indicated below.

#### OFFICE OF THE SUPERINTENDENT/PRESIDENT

Assist the Office of the Superintendent/President with a variety of daily tasks and assignments.

#### 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 the TC website under Jobs and EdJoin.**

Website:

[www.taftcollege.edu](http://www.taftcollege.edu)

[www.edjoin.org](http://www.edjoin.org)

**Human Resources Department**

**Hours:**

Monday-Thursday

7:30 a.m. - 5:00 p.m.

Friday

7:30 a.m. - 4:30 p.m.

With direction provided, as required, serves in the absence of the Executive Assistant to the Superintendent/President.

Assist the Executive Assistant with the District's Board Policies and Procedures process including receiving and analyzing the Community College of California League's Policy and

Procedure Service updates and recommended changes to both policies and procedures; advising Executive Assistant of necessary changes; contacting area Vice President with update information; assist in preparing related board correspondence; track process and ultimately update board webpage.

Assist with preparation of materials related to monthly Board meetings, i.e., monthly Absence Reports and updates to Policies & Procedures.

Assist with the annual preparation and collection of the FPPC Form 700 consistent with the Board Conflict of Interest Policies and Procedures.

Assist with the management of the Revolving Cash Account #1 including preparation of documentation to request reimbursement.

Assist with institution-wide events hosted by the Office of the President, i.e., the End of Year Dinner.

Assist with the archiving of Board Packets and official minutes for historical preservation.

Attend meetings and social events and represent the Office of the President in the absence of the Executive Assistant.

Serve as liaison with District administrators and staff on subject matters that may include highly sensitive material.

#### OFFICE OF INSTRUCTION

Answers department phone; provides information and assistance to caller, screens calls to handle appropriately which may include handling calls on own without forwarding, taking messages and/or routing calls to appropriate personnel.

Process, research and evaluate all student worker requests for faculty and instructional departments, as well as review and assist faculty members with budget issues regarding student workers.

Send out monthly budget reports to each instructional department including all faculty members. Respond to budgetary inquiries from same.

Create and maintain department manuals and faculty orientations.

Create procedural documentation and training guides. Review, monitor and update existing procedural documents.

Assist with the maintenance of Board Policies & Procedures within Instructional Support Services.

#### ROUTINE DUTIES (Common to Both Offices)

Coordinate and execute a diverse variety of administrative and clerical support functions between two departments including working with administrators as required. Manage daily communication including contacts and inquiries with public and community individuals. Handle inquiries and requests for information appropriately. Serve as liaison between executives, assistants, and related staff.

Assist in the development and revision of standard forms. Create and maintain fliers, routine messages, invitations and documents. Upload same on TC website.

Prepare purchase orders and track their individual approval, research discrepancies or inquiries regarding payments, invoices with the Business Office, and monitor expenditures compared with budget revenue.

Responsible for ordering and maintaining adequate supplies for both office functions.

Attend meetings as assigned and provide administrative staff support, including taking notes and preparing minutes.

Perform other related duties as requested or assigned.

#### MINIMUM QUALIFICATIONS

High school diploma or equivalent and three (3) years of increasingly responsible office experience which includes experience with Microsoft Office and a demonstrated ability to use data management systems. Possess the sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff, faculty and the general public.

### **DESIRABLE QUALIFICATIONS**

Associate degree or equivalent.

Experience utilizing Banner educational database system.

Experience working in a higher education system.

Bilingual – Spanish/English

Experience working in public sector purchasing processes

### **APPLICATION DEADLINE**

To be assured full consideration, complete application packets should be in the Human Resources Department by **4:00 p.m. on Monday, September 10, 2018**. Application materials must be mailed, hand delivered, or e-mailed. All application packets that are complete at that time will be forwarded to the screening committee. Incomplete applications may not be reviewed.

### **APPLICATION PROCESS**

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

1. A West Kern Community College District management application or Edjoin online management 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](http://www.taftcollege.edu).

Management online application submission: [www.edjoin.org](http://www.edjoin.org)

Send all application materials to: Taft College Human Resources Department  
29 Cougar Court  
Taft, CA 93268  
Telephone: 661-763-7805  
Email: [tcjobs@taftcollege.edu](mailto:tcjobs@taftcollege.edu)

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

### **PAY RANGE**

Grade 4 on the Confidential Salary Schedule.

### **SUPERVISION**

Supervision is received from the Executive Assistant to the Superintendent/President. This position has no supervisory responsibilities. May take or give 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, weekend 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. Possess a current CA driver license. Taft College reserves the right to modify or rescind this job announcement at any time.

### **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.*