



West Kern Community College District
 Human Resources
 29 Cougar Court
 Taft, CA 93268
 661-763-7805

www.taftcollege.edu

Classified Employment Opportunity

Application Deadline: Tuesday, September 4, 2018 @ 4:00 p.m.

Senior Secretary, Transition to Independent Living Program (TIL)

Classified Salary Range 15 ~ \$2,998.00 – \$3,823.00 per month in six steps. The District provided health and welfare benefits, valued at \$19,998.36 for 2018-19 includes medical, dental and vision for the employee and dependents, 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 61 full-time faculty, 78 adjunct faculty, 138 classified staff, 24 classified administrators and 7 certificated administrators.

DEFINITION

Under general supervision of the TIL Program Director, performs a variety of secretarial, clerical and accounting duties in connection with the TIL Program.

REPRESENTATIVE DUTIES

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.

Maintain master file of all TIL program student data mandated by Title 17.

Assist Program Director with monitoring and updating student medication binders.

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.

Websites:
www.taftcollege.edu
www.edjoin.org

Human Resources Department Hours:
 Monday - Friday
 8:00 a.m. – 4:30 p.m.

REPRESENTATIVE DUTIES continued

Assist TIL program students with program objectives as requested, provides guidance and feedback to TIL program student workers.

Type letters, reports, requisitions and other materials from draft and/or verbal instruction.

Assist Program Director in processing TIL program student data, evaluations and other monthly reports required by Title 17.

Greet the public and disseminate information.

Facilitate attendance record keeping of all TIL program students.

Establish lines of communication between TIL, other Taft College departments and regional centers.

Act as a liaison between the TIL program and cafeteria staff when arranging special events, field trips, absences and special dietary issues.

Maintain accurate TIL program student attendance records for billing purposes.

Create Purchase Orders and process vendor invoices. Track to completion of payment in Banner. Ensure proper documentation is submitted for processing.

Run quarterly financial reports for each program.

Maintain annual fiscal budget records in binder form.

Coordinate approval of expenditures and timecards in Transition to Independent Living Program Coordinator absence.

Process employee time cards and keep accurate records.

Maintain employee files and records mandated by Title 17.

Assist Program Director in keeping accurate expenditure records for the TIL program budget.

Prepare the billing, collection and deposits of transportation fees, collect and deposit monies from any RSVP's or activities and follow up on reservations and any other arrangements.

Distribute and balance petty cash fund.

Assist the Coordinator in making source requisitions, transportation plans, and/or ordering supplies for Transition to Independent Living Program department.

Assist Program Director in transportation arrangements for the TIL program and student trips.

Assist the Director with requests for student employment.

Develop written materials to be used for events and other activities as directed by Program Director.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

Associate degree or equivalent OR a high school diploma or equivalent plus one year of clerical experience. Experience working with individuals with disabilities. Computer experience with knowledge of Microsoft Word. Ability to use tact and good judgment regarding interactions with students.

Desirable Qualifications

Ability to develop rapport with students having development disabilities. Willingness to assist students and promote good relationships. Ability to demonstrate fairness and patience in the performance of duties.

Bi-Lingual, Spanish/English

Knowledge of

Effective written and oral communication skills.

Basic research and evaluation methods.

Computer applications such as Word, Excel, e-mail and internet browsers.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Effective office methods including: filing, record keeping, and organization skills

Ability to work in a fast paced environment while ensuring efficient and accurate work is produced.

Ability to

Perform receptionist and clerical duties.

Provide information in a clear and understandable manner.

Work independently with constant interruptions.

Provide good customer service.

Learn office policies, rules and practices.

Understand and follow oral and written directions.

Meet schedules and timelines.

Maintain records and prepare accurate reports.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Learn District processes and procedures, rules, laws and regulations.

Learn District programs and services offered to students.

Read and interpret laws, rules and regulations.

Be efficient and well organized.

Enter and retrieve computer information accurately.

Working Conditions

Assignments are typically 40 hours per week and 12 months per year. May require extra hours to be worked, which may include evening, or weekend 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.

PHYSICAL REQUIREMENTS

1. Vision sufficient to read documents and computer terminal displays.
2. Speech and hearing sufficient to communicate in person or by telephone.
3. Manual dexterity sufficient to use a variety of office equipment, computer keyboards, and to handle paper.
4. Ability to sit for long periods of time.
5. Ability to stand for long periods of time.
6. Ability to lift and carry up to 25 pounds such as paper and reports.
7. Ability to bend and reach to retrieve and file supplies, equipment and documents.

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

PAY RANGE

Range 15 on the Classified Employees Salary Schedule/Non-Exempt.

SUPERVISION

Direct Supervision is received from the TIL Program Director. This position has no supervisory responsibilities. May take or give work direction on projects as assigned.

HOURS & TERMS OF EMPLOYMENT

Assignment is typically 40 hours per week and 12 months per year. May require evening, over-time, holiday or weekend hours throughout the year.

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. 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 District classified 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.

Paper applications need to be hand delivered or mailed to: Taft College Human Resources Department
29 Cougar Court
Taft, CA 93268
Telephone: 661-763-7805
Email: tjobs@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 Tuesday, September 4, 2018.

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.