

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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Application Deadline: April 19, 2019, at 5:00 p.m.

ADMINISTRATIVE ASSISTANT I - DSPS

12 months/year; 40 hours/week

Categorically Funded

DUTIES:

Under direction of a manager/Dean, provides administrative assistance and office support for a college program involving frequent and responsible contact with faculty, staff, and/or the public; coordinates and performs specialized tasks including budget and other program recordkeeping/reporting.

REPRESENTATIVE DUTIES:

Plans, schedules and provides office support and specialized tasks for the assigned program; assists with administrative matters; coordinates activities/events; recommends new and revised office procedures as appropriate.

Provides frequent and responsible contact with faculty, staff, students, and/or the public for the program; establishes and maintains positive staff and public relations; exercise initiative and independent judgment.

Receives and screens visitors and telephone calls, referring to others as appropriate; takes and forwards messages.

Provides information and assistance regarding program policies, procedures, rules, and regulations; resolves questions and issues; assists students, staff, and others with the completion of forms and documents.

Coordinates and performs specialized tasks which support students accessing other programs such as EOPS, CalWORKS, CAMP, FYI, Learning Center, NASRC, MESA, counseling, and career/transfer services.

Verifies, records, and compiles a variety of information and data for reports and other purposes; develops spreadsheets, databases, and other computerized information/documents; may maintain information on the college website and intranet.

Assists with budget development; provides budget recordkeeping and monitors expenditures; prepares related reports.

Prepares, reviews, maintains and distributes a variety of reports, forms, applications, lists, instructional materials, requisitions, schedules, fliers, calendars, manuals, handbooks, announcements, handouts and other documents; assures that information is accurate and program policies and procedures are met.

Composes and prepares correspondence; arranges and schedules meetings and appointments; makes travel arrangement.

Maintains records and files; establishes and maintains filing systems; orders, receives and maintains an inventory of office supplies and other materials; manages correspondence.

Operates a variety of office equipment including a computer and related software, copier and other technology as applicable.

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Trains and provides work direction to others as assigned.

Attends meetings and workshops as assigned.

Performs related duties for department and others as assigned.

QUALIFICATIONS:

Knowledge of: Modern office practices, procedures and equipment; word processing, spreadsheet, and data base software; recordkeeping techniques; correct English usage, grammar, spelling, punctuation, vocabulary, and basic arithmetic; interpersonal skills using tact, patience, and courtesy; reception and telephone techniques and etiquette; and verbal and written communication skills.

Ability to:

Plan, schedule and provide administrative assistance, office support and specialized tasks for the assigned program

Learn, apply, and explain program policies, procedures, rules, and regulations; organize, coordinate and oversee office activities

Accurately maintain computerized and other files and records

Collect, compile and analyze information and make recommendations

Compose and prepare correspondence and other communications

Prepare narrative, financial and statistical reports and related materials

Provide budget recordkeeping and reports

Analyze situations accurately and take effective action according to established guidelines

Carry out assignments without detailed instruction

Exercise initiative and independent judgment

Establish and maintain cooperative and effective working relationships with others

Deal effectively with a wide variety of personalities in situations using sound judgment

Train and provide work direction to others as assigned

Work confidentially with discretion

Follow verbal and written directions

Work independently with little direction

Communicate effectively both verbally and in writing

Plan, organize, prioritize and schedule work

Meet schedules and timelines

Complete work with interruptions and distractions

Occasionally work flexible hours including evenings and weekends

Operates a variety of office equipment including a computer and related software, copier and other technology as applicable.

WORKING CONDITIONS:

Office environment; subject to interruptions and distractions. Physical demands include sitting, standing, reaching, bending, walking, and light lifting.

SALARY & BENEFITS:

The monthly salary range is \$3,441 - \$4,302 over five years. Twelve days of vacation leave and sick leave are earned each year. Vacation leave increases with the length of service. Family medical, dental, and vision benefits and employee life insurance are provided. There are 19 paid holidays annually.

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APPLICATION PROCEDURE:

By April 19, 2019; 5:00 p.m., submit the following application materials to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA, 95482. These materials may also be scanned and submitted electronically via email to Human Resources, HRrecruiting@mendocino.edu, or faxed by the deadline date above to 707-467-1023.

- Completed Mendocino College Non-Academic Application and Voluntary Applicant Survey: <https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified.pdf>
- A letter addressing how you meet the qualifications for this position
- Resume
- Two recent letters of recommendation

***Incomplete application packets will not be forwarded to the selection committee
Interviews are by invitation only.
The college does not reimburse applicants for related travel expenses.***

THE COLLEGE: Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community, rich in culture, creativity, diversity, and technology. A fully accredited two-year community college, the District serves more than 5,000 students across four locations in the greater parts of Lake and Mendocino Counties. Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College prepares students for a future of innovation and success.

The beautifully landscaped main campus is located in Ukiah, California. With views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a state-of-the-art Library/Learning Center, high-tech Nursing Facility, and Student Center. The college operates two fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.

With a comprehensive curriculum and engaging instruction, Mendocino College provides a wide variety of degree, certificate, transfer, occupational, and basic skills programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

THE COMMUNITIES: Mendocino and Lake Counties include some of California's most picturesque landscape. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area with some light manufacturing. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for retirement and vacationing. A relaxed and friendly

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lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf.

***Mendocino College** welcomes applications from all qualified candidates who demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students.*