Pasadena Area Community College District
Employment Opportunity

ADMINISTRATIVE ASSISTANT I
Library
Classified Represented Position
100%-12 Months
#015

Final date to file District Applications: Wednesday, November 4, 2015 by 5:00pm
Monthly Salary Range: $3,922.52 - $5,006.24 (Starting Salary $3,922.52)
Hours/Days to be worked: Monday - Friday 8:30 a.m. to 5:00 p.m.

DEFINITION:
Under general supervision, performs a variety of administrative support functions exercised under established guidelines. Assignments may provide lead direction to general clerical support positions.

DISTINGUISHING CHARACTERISTICS:
The Administrative Assistant I classification is the first level in the Administrative Assistant series which is comprised of three (3) levels. Positions in the series are distinguished by reporting and working relationships, level of independence, supervision received and exercised, decision making, judgment, and minimum qualifications for employment consideration.

Positions in the Administrative Assistant I level report to department administrative or classified managers. Incumbents perform routine administrative and clerical activities utilizing computer systems to document, record and maintain information: maintaining files and processing paperwork; and responding to inquiries. The work requires routine decision making under established guidelines.

Depending upon the assignment, the position may be designated as confidential pursuant to the terms of the applicable government code section.

REPRESENTATIVE DUTIES (ILLUSTRATIVE ONLY):
• Responds to questions, requests for information and complaints from students, staff and the public.
• Processes business and/or student transactions.
• Schedules meetings, events and activities; handles facilities logistics; arranges teleconference calls; makes travel arrangements.
• Receives staff requests for office equipment and supplies; researches and makes purchase recommendations; places orders; and maintains purchase records.
• Prepares correspondence, reports and other materials from established formats.
• Collects, compiles and summarizes statistical or factual information from a variety of sources.
• Develops, maintains and reviews forms, databases, spreadsheets, logs, schedules and other records to support work processes.
• May track departmental budget and maintain other financial records.
REPRESENTATIVE DUTIES (CONTINUED):
• May provide lead direction to student assistants and clerical support personnel.
• Performs related duties as assigned.

KNOWLEDGE OF:
• Modern office practices, procedures, equipment and software applications.
• Customer service principles and techniques.
• Effective oral and written communication skills.

ABILITY TO:
• Learn rules, regulations, laws and policies governing the community college district.
• Prepare, edit, and maintain a variety of informational material, reports, documents and course catalogues.
• Set priorities and manage time for optimal productivity.
• Work in a multiethnic environment.
• Establish and maintain effective working relationships with other academic institutions, faculty, staff, students and the public.

EDUCATION AND EXPERIENCE
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:
• A combination of education and experience equivalent to graduation from high school or GED AND
• Three years experience performing increasingly responsible clerical/administrative support work.

Note: Graduation from a two-year accredited college may substitute for the experience on a year-for-year basis.

LICENSES AND CERTIFICATIONS:
Possession of, or ability to obtain, a valid California Driver’s License by time of appointment.

PHYSICAL DEMANDS:
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS:
Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

LEVEL OF SUPERVISION EXERCISED:
None.

SALARY AND BENEFITS:
Salary and other terms of employment are competitive. Placement is at Range 43 on the District Classified Represented Salary Schedule which is available online at www.pasadena.edu.
Generous fringe benefits include fully paid medical, dental, and vision for employees and their families, and life insurance for the employee.

CONDITIONS OF EMPLOYMENT:
• Successful completion of background and fingerprint clearance 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.
APPLICATION AND SELECTION PROCESS:
Pasadena City College utilizes an online application process. Hard copy, e-mailed, or faxed resumes are not accepted. You can apply for a position from any computer with Internet access. All materials are submitted electronically through PCC’s Applicant Tracking System (ATS) at www.pasadena.edu/hr. Applications completed and received by November 4, 2015 at 5:00 p.m. will receive full consideration.

Please keep in mind the following:
• If you do not follow the process or your application/resume is incomplete, your information will not be processed.
• The hiring committee will review, evaluate, and consider applications and supporting materials received by the deadline. Meeting the minimum qualifications for a particular position does not assure the applicant an interview. It is, therefore, important that the application be thorough and detailed. The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.
• While the acceptance of the application packet is done through PCC’s Talent Applicant System (ATS), all hiring decisions are made by a hiring committee.
• Positions are full-time (100%) and “open until filled,” unless otherwise stated.

Once applications are submitted they are final. Please carefully review your application and the documents which you are attaching to make sure that they are free from errors and complete. If you require assistance, please contact the Human Resources office at 626.585.7388. Applicants may expect to be notified approximately 4 – 5 weeks following the closing date as to the status of their application.

SUPPORTING DOCUMENTS:
For full consideration, all of the following must be submitted along with the online application. An incomplete application packet will not be forwarded to the hiring committee for review.
1. Cover letter
2. Professional resume
3. Unofficial transcripts of undergraduate work are required. Foreign transcripts and degrees require official certification of equivalency to U.S. transcripts and degrees by a certified U.S. review service at the time of application.
4. Other information considered pertinent to the application (optional)

Note: It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All supporting documentation should include position name and/or position number. All materials submitted are for this position only and become the property of the District. Materials, including USB flash drives, compact disks and slides, will NOT be returned, copied or considered for other openings.

ABOUT THE DISTRICT:
Established in 1924, Pasadena City College has been serving the San Gabriel Valley for more than 87 years. PCC enrolls more than 30,000 students each semester and offers 60 academic and 76 Career and Technical Education programs. The main college campus occupies an idyllic 53-acre site, while the Community Education Center and Child Development Center are located in separate facilities. The college is renowned for its high student transfer rate, national mathematics and forensic honors, and extensive study abroad offerings. PCC is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. For more information, go to www.pasadena.edu.

MISSION:
The mission of Pasadena City College is to provide a high quality, academically robust learning environment that encourages, supports and facilitates student learning and success. The College provides an academically rigorous and comprehensive curriculum for students pursuing educational and career goals as well as learning opportunities designed for individual development. The College is committed to providing access to higher education for members of the diverse communities within the District service area and to offering courses, programs, and other activities to enhance the economic conditions and the quality of life in these communities.
ADDITIONAL INFORMATION:
The Immigration Reform & Control Act of 1987, Public Law 99-603 requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. This requirement applies to both United States citizens and aliens. Any employee who is unwilling/unable to fulfill this requirement will not be employed.

Pasadena Area Community College District will not sponsor any visa applications.

If accommodations are needed for the application process in compliance with the Americans with Disabilities Act, please inform Human Resources.

It is the policy of the PACCD that all candidates for employment need to be cleared for employment through the process of background check and verification of prior employment, references and credentials.

Crime awareness and campus security information are available from Campus Police and Safety. (Public Law 101-542)

The Pasadena Area Community College District does not discriminate in the educational programs and activities operated by the District, or in employment procedures and practices of the District. The Policies of Title IX as developed to date are available for inspection during normal business hours at the District Office at 1570 E. Colorado Blvd., Pasadena, CA 91106.

The Board of Trustees reserves the right to extend time limits or reinstate the search process at any time. The Pasadena Area Community College District is an equal opportunity employer. The District encourages applications from underrepresented minorities and the disabled.

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Equal Opportunity, Title IX, Section 504 Employer