
YUBA COMMUNITY COLLEGE DISTRICT

Human Resources Development and Personnel Services

Building 100A, Room 21

2088 North Beale Road, Marysville, CA 95901

TTY: (hearing impaired): (530) 634-7760

Visit our Web Site at: www.yccd.edu

MANAGEMENT/EXEMPT – CONFIDENTIAL

POSITION: SECRETARY TO THE COLLEGE PRESIDENT
DEPARTMENT: ADMINISTRATION
FINAL FILING DATE: TUESDAY, APRIL 1, 2008 BY 12:00 NOON. (POSTMARKS ARE NOT ACCEPTED)
LOCATION: *SCHEDULED TO BE ASSIGNED TO: WOODLAND COMM. COLLEGE
SALARY: \$3933 - \$4532/MO. (RANGE 9, YCMA MANAGEMENT SALARY SCHEDULE) (Initial placement will not be higher than the above listed salary, the top step for this position is \$5233/MO.)
COMMENCING: As Soon As Possible

BASIC FUNCTION: Under the direction of the President, performs a wide variety of complex secretarial support to relieve the President of routine administrative tasks; processes administrative details independently, including paperwork processing, typing, taking and transcription of minutes, communication of administrative procedures for the college, creation of technical and complex documents, and other secretarial duties.

DISTINGUISHING CHARACTERISTICS: The Secretary to the President is a highly experienced-level secretarial classification. Incumbents allocated to this class report to the President and work in the Office of the President; performs a wide variety of secretarial duties which require judgment and initiative over a broad range of situations and alternatives. Confidentiality, tact, and courtesy are imperative for the position in handling College matters and consequences of College decisions affecting both internal and external constituents.

REPRESENTATIVE DUTIES:

- Provides a variety of secretarial, technical, and routine administrative duties.
- Establishes and maintains positive staff and public relations; serves as liaison between the President's Office, supervisors, staff, students, the public, and other District and Campus personnel; maintains confidentiality of the District's negotiations with respect to legal contracts and bargaining.
- Takes and transcribes dictation, including material of a confidential nature; prepares and types a variety of correspondence, agendas, memoranda, reports; records and transcribes minutes from a variety of meetings including all meetings of the President.
- Arranges and schedules a variety of meetings and conferences; makes travel arrangements and prepares related paperwork for processing.
- Establishes and maintains complex interrelated filing systems.
- Reviews and proofs documents, records, and forms for accuracy, completeness, and conformance to applicable rules and regulations.
- Researches information; collects and compiles statistical and financial data for special or routine reports.
- Monitors the President's budget, reviews reports, and maintains records of expenditures; prepares budget transfers.
- Composes correspondence independently; reports information in person or by telephone where judgment, knowledge, and interpretation of policies and regulations may be necessary.
- Receives, opens, and distributes mail; identifies and refers matters to the President or staff members in order of priority.
- Receives and screens visitors, schedules appointments for the President, screens telephone calls, and refers to appropriate staff members.
- Orders and maintains office supplies and equipment; prepares and processes purchase requisitions according to approved procedures.
- Transmits all electronic communications.
- Prepares documents and materials for the President's Office using state-of-the-art methods.
- Performs other related duties as assigned.

KNOWLEDGE OF:

- Modern office practices, procedures, and standard computer software applications.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Principles, operation, and use of electronic office equipment.
- District organization, operations, policies, and objectives.
- Interpersonal relations skills, using tact, patience, and courtesy.
- Applicable sections of State Education codes and other applicable laws.
- Telephone techniques and etiquette.
- Oral and written communications skills.

ABILITY TO:

- Learn operations and procedures of the President's Office.
- Perform technical and complex secretarial and clerical work with speed and accuracy.
- Take dictation and minutes of meetings at 80 words per minute (100 words per minute desirable) and transcribe notes accurately.
- Learn and apply rules and regulations of the Office of the President.
- Type at 65 words net per minute from clear copy.
- Analyze complex situations accurately and adopt an effective course of action.
- Understand and follow oral and written directions.
- Plan and organize work.
- Compose independently or from oral instructions, letters, memorandums, or other material.
- Operate personal computer standard office software programs and other office equipment.

- Maintain a variety of filing systems.
- Make arrangements for meetings.
- Take minutes of meetings.
- Establish and maintain effective working relationships with others.
- Make arithmetic calculations with speed and accuracy.
- Work effectively with many interruptions and under pressure.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Work with discretion and confidentiality.
- Communicate effectively both orally and in writing.
- Work independently with little direction.

EDUCATION AND EXPERIENCE: Any combination equivalent to an Associate's Degree and three years of increasingly responsible secretarial and clerical experience.

WORKING CONDITIONS:

- Typical office environment.
- Frequent interruptions.

PHYSICAL ABILITIES:

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting for extended periods of time
- Hearing and speaking to exchange information in person and on the telephone
- Seeing to read various materials
- Hearing and speaking to exchange information and make presentations

REQUIRED DUTIES:

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

* This position is anticipated to be assigned to Woodland Comm. College but may be assigned temporarily or permanently within the District.

IF YOU NEED REASONABLE ACCOMMODATION TO APPLY FOR THIS POSITION, please contact the Personnel Office at (530) 741-6975 OR TTY (530) 634-7760. Leave your name, mailing address, and a daytime telephone number and application materials will be mailed to you.

WORKING CONDITIONS: Categorically funded positions are contingent upon funding. Smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.

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

FOREIGN TRANSCRIPTS: Must include a U.S. evaluation and translation. Please contact the Office of Human Resources for a list of agencies providing this service.

PRE-EMPLOYMENT REQUIREMENTS: All Academic, Classified and Management employees shall be required to provide fingerprints to the District for the purpose of obtaining a criminal history as authorized by the California Education Code and all fees are the responsibility of the selected candidates.

EQUAL EMPLOYMENT: Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.

PART-TIME (less than .60 FTE): Part-time positions less than .60 FTE are not entitled to any District paid fringe benefits. The District does however; provide the employee prorated leaves including vacation, sick leave and paid holidays. Employees less than .50 FTE contribute to an Alternative Retirement System (Apple). Employees whose, FTE is between .50 and .60 contribute to the California Public Employees Retirement System (PERS).

BENEFITS: The District provides health, dental, vision and life insurance for employee and dependents for positions whose FTE is .60 or higher. The District and the employee contribute to the Public Employees' Retirement System, which is integrated with Social Security. **INITIAL PLACEMENT WILL NOT BE HIGHER THAN THE LISTED SALARY, STEP 5 OF THE YCMA MANAGEMENT SALARY SCHEDULE.**

APPLICATION PROCEDURE & DEADLINE: A District Classified application and the Diversity Statement are required. The application is available at the Human Resources Office, 2088 North Beale Road, Building 100A, Room 21, Marysville, CA 95901 OR TTY (530) 634-7760 OR visit our Web Site: www.yccd.edu. It is the responsibility of the applicant to insure that all application materials are received in the Personnel Office by **TUESDAY, APRIL 1, 2008 BY 12:00 NOON.**

It is the sole responsibility of the applicant to ensure that all application materials are received by the application deadline date. All submitted materials become District property, will not be returned, will not be copied and will be considered for this opening only. Faxed, emailed or incomplete and/or late applications will not be forwarded for further consideration.

PLEASE NOTE: OUR OFFICE IS NO LONGER SENDING OUT APPLICATION PACKETS. WE ARE NO LONGER ACCEPTING ANY FAXED MATERIALS – (APPLICATIONS, RESUMES, ETC.)

NON PROFIT ORGANIZATION
U S POSTAGE
PAID
MARYSVILLE, CA 95901
PERMIT NO. 242

