
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

CLASSIFIED RECRUITMENT

POSITION: FACILITIES/TRANSPORTATION SPECIALIST

DEPARTMENT: ADMINISTRATIVE SERVICES

FINAL FILING DATE: MONDAY, APRIL 14, 2008 BY 12:00 NOON. (POSTMARKS ARE NOT ACCEPTED)

LOCATION: *SCHEDULED TO BE ASSIGNED TO: YUBA COLLEGE

SALARY: \$2901 - 3184/MO. (CSEA Salary Schedule, initial placement will not be higher than the above listed salary, the top step for this position is \$4029/MO.)

COMMENCING: As Soon As Possible

BASIC FUNCTION: Under the direction of the Director of Purchasing/Contracts, provide administrative support and arrange for Yuba College facilities use by faculty, staff and students, and off campus organizations as well as other community groups. Arrange transportation requests for all District employees, including all athletic travel and all student field trips and excursions. Provide coordination of diverse functions into a cohesive program or service.

REPRESENTATIVE DUTIES:

- Process, coordinate, and arrange for Yuba College facilities use by faculty, staff, students, and off campus organizations as well as other community groups.
- Arrange reservations for ground transportation, specifically rental vehicles, for all District employees.
- Process, coordinate, and arrange transportation requests for all District employees, including all athletic travel and all student field trips and excursions. Transportation requests include rental of charter buses, various types of vehicle rentals, airfare, and accommodations for overnight trip/excursions, arrange for necessary tickets/admissions to events/venues associated with field trips and excursions, and arrange for delivery and pickup of rented vehicles for use by District employees.
- Ensure that all District faculty and staff and outside agencies and community groups using Yuba College facilities adhere to District rules and regulations and submit appropriate documentation.
- Coordinate services for all Yuba College facilities use requested by faculty, staff, students, and outside agencies and other community groups. Services include campus police, maintenance and custodial services, grounds, theatre technician services, media services, etc. to insure proper coverage of an event.
- Invoice and insure that payment is received from outside agencies and community groups for labor charges involving campus police, maintenance, custodial services, grounds, theatre technician services, media services as well as any other services involved.
- Ensure that all appropriate paperwork including field trip/excursion waiver statements and medical authorizations are received and on file before field trips/excursions take place.
- Process and prepare purchase requisitions and related documents and review invoices and forward for payment all transportation expenses involved during athletic travel and student field trip/excursions.
- Research and reconcile credit card statements and obtain appropriate documentation for all District travel including, athletic trips, airfare, and wireless phones used by District employees.
- Maintain accounting ledgers and payment of invoices to charter bus companies and vehicle rental companies for transportation provided during District travel.
- Ensure that a District employee drives all transportation, and a copy of employee's driver's license is on file, along with evidence of auto insurance and that appropriate background check has been completed. Ensure that certificates of insurance for use of Yuba College facilities meet the terms and conditions required by the District.
- Organize office systems; contribute to the development of office policies and procedures.
- Operate a computer and information systems related to assigned program for input and retrieval of information. (E)
- Type, edit and format a variety of documents; compose correspondence from general instructions. (E)
- Sort and distribute mail; answer telephones; screen and route calls and visitors; provide information to staff, students and the public regarding programs and functions of assigned office. (E)
- Perform related duties as assigned.

KNOWLEDGE OF:

- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills
- Electronic data processing techniques and capabilities
- Basic accounting principles and purchasing procedures
- Principles and practices of purchasing supplies, equipment and material
- Modern office practices, procedures and equipment and record keeping techniques

ABILITY TO:

- Learn principles and practices of effective facilities use and transportation use
- Learn terms and conditions of certificates of insurance for facilities use
- Learn District organization, policies, procedures, and regulations regarding facility and transportation use
- Apply applicable sections of the State Education Code and other Federal, State, County and District laws, policies, rules and regulations
- Recognize problems and develop alternative solutions
- Work independently and effectively with little direction; including prioritizing, planning, and organizing
- Multitask
- Work cooperatively and effectively with the public, students, faculty and staff
- Communicate effectively both orally and in writing

- Meet schedules and timelines
- Apply district policies, procedures and regulations
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the community college students
- Prepare clear and concise correspondence, and bid information
- Understand and apply purchasing rules, policies and laws
- Apply bookkeeping and financial record-keeping principles to the maintenance of fiscal and accounting records
- Make arithmetic computations with speed and accuracy
- Operate standard office machines such as typewriter, calculators, computer terminals and personal computers
- Prepare data processing input of documents rapidly and accurately
- Maintain a variety of records and prepare reports

EDUCATION AND EXPERIENCE: Any combination equivalent to: an Associates degree in business administration or related field and two years of experience.

ENVIRONMENT:

- Office environment

PHYSICAL ABILITIES:

- Hearing and speaking to exchange information
- Seeing to read a variety of materials
- Dexterity of hands and fingers to operate a computer keyboard
- Sitting and standing for extended periods of time
- Lifting light objects

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 Yuba 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 Yuba 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 3 OF THE CSEA SALARY SCHEDULE, ACCORDING TO THE CLASSIFIED POLICY AND PROCEDURES HANDBOOK.**

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 **MONDAY, APRIL 14, 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 NOR EMAILED MATERIALS – (APPLICATIONS, RESUMES, ETC.)

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Personnel Services
2088 North Beale Road
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