

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

PROGRAM SPECIALIST – CDC

Salary Range 13

BASIC FUNCTION:

Under the direction of the Director of (CDC), assist in planning, organizing and coordinating the operation and administration of the CDC; perform variety of services to students, parents and community.

REPRESENTATIVE DUTIES: *E= indicates essential elements of the position*

- Prepare and distribute information regarding policies and philosophy of the CDC. *(E)*
- Greets visitors, initiates and answer telephone calls, screen and direct calls and visitors to appropriate personnel; responds to requests for information from students, staff and the general public regarding policies, procedures and regulations; exercises discretion and confidentiality in evaluating and/or resolving problems and complaints, including security and safety issues. *(E)*
- Performs a variety of duties independently in support of functions delegated to the Director; interprets and applies rules and regulations as appropriate. *(E)*
- Prepare and maintain detailed and complex logs, files and records; establish and cross reference filing systems as needed; maintain confidentiality of a variety of sensitive materials and information. *(E)*
- Assist in inspecting premises for potential health, safety and security hazards or risks. *(E)*
- Analyze, monitor, prepare and update monthly budget report for CDC for review by Director. *(E)*
- Maintain ordering and care of supplies, equipment and other materials. *(E)*
- Facilitate earthquake and fire preparedness drills and maintain logs for yearly inspections. *(E)*
- Establishes and maintains positive staff and public relations. *(E)*
- Administer prescribed and non-prescribed medication to children due to health or complication reasons requested by parent or physician. *(E)*
- Provides information to students, staff and the general public regarding services, policies for the CDC. *(E)*
- Receive and record funds collected; balance fees and other funds received and deposit with appropriate cashier office personnel. *(E)*
- Prepare billing for outstanding financial obligations to the CDC; notify affected personnel of receipt of monies and to place or clear a hold. *(E)*
- Generates purchase and warehouse requisitions for equipment, services, supplies; monitor and maintain current account balances. *(E)*
- Establishes and maintains a variety of logs, files and records. *(E)*
- Assist the Director with special CDC activities as directed. *(E)*
- Perform a variety of office support duties.
- Operates a variety of office machines and equipment, including typewriter, copier and computer
- Operates computer equipment for the preparation and maintenance of a variety of documents, correspondence, reports and related materials; perform data entry and retrieval to record information and calls for copier and computer equipment *(E)*
- Perform other duties as assigned.

KNOWLEDGE OF:

- Philosophy, objectives and policies of CDC
- Methods and techniques in working with students, parents and community
- Modern office practices, procedures and equipment
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Excellent oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Inventory record keeping techniques

- Telephone techniques and etiquette

ABILITY TO:

- Learn and apply the philosophy, objectives, operations and policies of CDC
- Perform a wide variety of secretarial, clerical duties
- Compile and verify inventory data and prepare reports
- Professionally and courteously deal with others in answering questions, disseminating information, and providing assistance with CDC polices and operations
- Work confidentially with discretion
- Maintain accurate records
- Work independently with little direction
- Meet schedules and deadlines
- Establish and maintain cooperative and effective working relationships with others
- Communicate effectively both orally and in writing
- Communicate effectively in all methods of communications with diverse populations
- Ability to administer prescribed and non-prescribed medications and injections.

EDUCATION AND EXPERIENCE

Any combination equivalent to graduation from high school and training or at least two years of experience or related field of responsible secretarial and clerical experience.

LICENSES AND OTHER REQUIREMENTS:

DPSS child abuse training to be completed on or by the first day of employment.

WORK ENVIRONMENT

- Office environment
- Constant interruptions and frequent interaction with students and staff, and community

PHYSICAL EFFORT

- Dexterity of hands of fingers to operate a computer keyboard
- Sitting or standing for extended periods of time
- Lifting, carrying, holding up to 50+ pounds
- Bending at the waist, kneeling or crouching to maintain files