|  |
| --- |
| FEATHER RIVER  COMMUNITY COLLEGE DISTRICT  570 Golden Eagle Ave., Quincy CA 95971  (530) 283-0202, ext. 257  www.frc.edu |

**PROGRAM STAFF SPECIALIST I - WORKABILITY**

**DEFINITION:**

Under general supervision, to assist in the preparation and maintenance of the Workability III program budgets; to provide a variety of para-professional and clerical support for the program; and to perform related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

This job is distinguished from Program Coordinator - Workability, which provides lead supervision to this position and has responsibility for daily operations of the program, whereas as this position provides para-professional and clerical support for the program.

**CLASSIFICATION:**

* FLSA Non-Exempt
* Classified
* Date Modified: August 1996

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

* Assists the program coordinator with preparation and maintenance of the Workability III budget: calculates projected figures based on anticipated program changes, increases granted by the State or College, and salary and benefit adjustments;
* Reviews and monitors budget reports, identifies discrepancies, and works with other college departments to resolve them;
* Assists with budget-related portions of grant applications
* Compiles and types budget proposals and grant applications;
* Prepares and calculates travel proposals and forms, purchase requisitions, budget transfer forms, and various maintenance, service or supply request forms;
* Completes intake on student/clients, gathering required information;
* Types or word processes a variety of reports, forms, correspondence, job applications, and resumes;
* Compiles and summarizes a variety of statistics related to the program, clients/students, and/or finances;
* Assembles, duplicates and produces reports;
* Establishes and maintains client and program files, ensuring compliance with State regulations for content and currency of materials;
* Obtains data and information for the program through formal channels;
* Prepares resumes for client/students;
* Opens, screens and routes incoming mail; prepares outgoing mail;
* Videotapes mock interviews and assists the program coordinator in giving feedback to student/clients;
* Assists students in computer lab with logging in, accessing software, and operating programs;
* Schedules appointments for staff and provides backup clerical support for other programs in same department;

Other Duties:

* May assign and direct the work of student workers.

Knowledge of:

* English composition, grammar, spelling, and punctuation.
* Basic clerical accounting procedures and arithmetic.
* Modern office practices and procedures including filing, and the operation of standard office equipment.
* Basic computer operations.

Skill in:

* Preparing clear written correspondence and resumes.
* Typing accurately at a net rate of 40 words per minute from clear copy.
* Making calculations rapidly and accurately.
* Establishing and maintaining complex filing systems.
* Preparing and maintaining a variety of data and records.
* Establishing and maintaining effective working relationships with those contacted in the course of the work.

Must be able/willing to work closely with students who may have hygiene problems and/or infectious diseases.

**DESIRABLE QUALIFICATIONS:** A combination of education and experience equivalent to:

Completion of high school supplemented by coursework in business bookkeep­ing or accounting, and two years of increasingly responsible clerical accounting experience. Community college experience is preferred.

**PHYSICAL CHARACTERISTICS**: The physical abilities involved in the performance of essential duties are:

* Vision sufficient to read computer screens, and handwritten and printed documents.
* Manual dexterity to operate keyboards and manipulate papers.
* Speech and hearing to obtain and relay information.
* Bending and reaching to obtain or replace files and records.

This work is typically performed in an office setting.