

**PROGRAM ASSISTANT –
REGIONAL ENVIRONMENT BUSINESS RESOURCE
AND ASSISTANCE CENTER (REBRAC)**

DEFINITION

Under the supervision of the project director, provides clerical and administrative support for the special-funded Regional Environmental Business Resource and Assistance Center (REBRAC) program.

TYPICAL DUTIES

Maintains a database of information on regional, State, and Federal regulatory agencies and current regulations; provides information about the program; and maintains the database of REBRAC program participants. Assists in coordinating and marketing REBRAC training seminars, workshops and other special events. Maintains the calendars for program staff and program events; attends and records the minutes of advisory committee meetings; provides secretarial and clerical support for the REBRAC director and program staff; and assists in the negotiation for meeting times and space with outside vendors, including room set-up, menus, and audiovisual equipment. Prepares purchase and travel requisitions in accord with established college/District procedures; monitors travel reimbursement claims to ensure compliance with District and program procedures; establishes a system to monitor and re-order supplies and materials as needed; and monitors and maintains records of program budget and expenditures. Uses a variety of software programs including word processing, desktop publishing and Internet; and operates a variety of modern office equipment, including personal computer, copier, typewriter and letter folder. Performs related duties as required.

QUALIFICATIONS

EXPERIENCE

Two years of responsible secretarial/clerical experience, or one year of experience in the Los Rios Community College District performing responsible clerical duties.

EDUCATION

Office administration course work preferred; successful college level business, office administration, or related course work may be substituted on a year-for-year basis for up to one year of the required experience.

KNOWLEDGE OF

Knowledge of administrative and clerical procedures and systems such as word processing systems, filing and records management systems, receptionist and telephone techniques, forms design principles, and other office procedures and terminology; modern office equipment and methods, including letter and report writing; and word processing and database management. Knowledge of principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques. Knowledge of methods of conducting market research, designing marketing plans for market penetration, and evaluating effectiveness of market strategies; and the processes and procedures for the marketing of programs. Knowledge of Community College system and business and industry practices and protocol; educational,

social, and cultural programs of a college; the area and community served by the college; and college and District policies and regulations. Knowledge of the structure and content of the English language including the spelling of words, rules of composition, vocabulary and grammar; and communication and writing skills. Knowledge of arithmetic and accounting methods and procedures.

SKILL IN

Skill in listening to what other people are saying and asking questions as appropriate; adjusting actions in relation to others' actions; understanding written sentences and paragraphs in work related documents; and communicating effectively with others orally and in writing as indicated by the needs of the audience. Skill in finding information and identifying essential information; and managing one's own time and the time of others.

ABILITY TO (ESSENTIAL FUNCTIONS)

The ability to perform the basic functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; work as a member of a team; and meet schedules and time lines. The ability to effectively represent and present information about the college; and interpret and apply policies and procedures of the college and District. The ability to apply laws, rules and regulations related to the REBRAC program; maintain confidentiality of sensitive material; work independently; and create marketing plans and tools. The ability to perform arithmetic calculations accurately; maintain program accounting records; compile data; maintain records; and prepare concise and complete reports. The ability to understand and carry out oral and written directions; operate computer equipment and use a variety of software programs, including word processing and desktop publishing; and learn and apply new office technologies.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Computer, printer, scanner, copier, fax, telephone, calculator, letter folder, and typewriter.