



OWENS VALLEY CAREER DEVELOPMENT CENTER

Family Literacy, Language Program, Early Head Start
Tribal TANF, Career Education

2574 Diaz Lane • P.O. Box 847 • Bishop, CA 93514 • (760)873-5107

POSITION TITLE: Program Assistant
CLASSIFICATION: Non-Exempt
DEPARTMENT: TANF
SUPERVISOR: Site Manager
PAY RATE: NE4 \$20.76 to \$26.99 per hour

Position Summary:

Under general direction of the Site Manager, or designee, the Program Assistant is responsible for assisting in the programming and administrative functions of the office. This position will provide general program and office support.

This list of duties and responsibilities is illustrative only of the duties performed by this position and is not all-inclusive. Each classification may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.

Essential Duties & Responsibilities:

- Performs a wide variety of clerical and program assignments which may include confidential information.
- Assists in implementing program activities which may include purchasing supplies and materials and supporting Instructors in implementation of activities.
- Answers incoming telephone calls, determines purpose of calls, and forwards calls to appropriate personnel or department, consistently ensuring professional telephone etiquette.
- Operates a personal computer to enter data, draft, edit, revise, and print letters, tables, newsletters, reports, and other materials.
- Performs a range of staff and/or operational support activities; may serve as a liaison with other departments on basic program matters.
- Garners public and community support for activities.
- May provide transportation to and from activities for participants.
- Prepares program flyers and promotional materials as directed.
- Assist with the scheduling of activities, compile participants lists for various programs.
- Sorts, screens, and distributes incoming and outgoing mail; drafts or prepares responses to routine inquiries; prepares photocopies and facsimiles, and operates a variety of office equipment.
- Maintains files, databases, and electronic files.
- Contributes to a team effort and accomplishes related results as required.
- Consistently exercises judgment and responds accordingly.
- Consistently maintains a professional and courteous demeanor.
- Performs other duties as required.

Minimum Qualifications:

High School Diploma or GED required and an Associate Degree or other relevant training and work experience significant enough to perform the duties of the position. Shall possess and maintain a valid California Class C drivers' license and qualify for employer insurability, throughout the course of employment. Possess or obtain

First Aid and CPR Certification and Food Handlers Certificate within six months of employment. Must successfully pass a pre-employment drug/alcohol screen, and background check.

Knowledge, Skills and Abilities:

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of Native American language, history and culture.
- Skill in operating business computers and office machines such as phones, copiers, printers, including in a Windows software, specifically Outlook, Word, Excel, Access, and presentation software (such as PowerPoint).
- Strong organizational skills.
- Ability to motivate participants.
- Ability to communicate effectively in the English language both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent organization in a professional manner, building respect and confidence in the community.
- Ability to use judgment to plan and accomplish goals.
- Ability to maintain calendars and schedule appointments.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; use hands and fingers to handle, or feel; and talk or hear. The employee occasionally is required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is generally performed in an office setting with a moderate noise level. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required. Travel may be required.

Native American Indian Preference:

Native American Indian preference shall apply to all positions at OVDCD pursuant to the Indian Self-Determination and Education Assistance Act (24 USC 450, et. seq.), 25 CFR 271.44, applicable Tribal Employment Rights Ordinances, and other relevant laws.