

Program Services Assistant II

Application Deadline: Open Until Filled

Colusa County Office of Education is recruiting for a Program Services Assistant II who can perform a variety of family support, case management, and clerical and receptionist duties.

CURRENT ASSIGNMENT LOCATION:

Colusa Children's Center

SALARY:

\$15.14 - \$17.54 per hour

HOURS/DAYS:

7.5 hours per day, 261 days per year

EDUCATION & EXPERIENCE:

- High School graduate or GED and one year of clerical experience

BENEFITS:

Partially paid medical, dental and vision benefits; paid sick and vacation leave; CalPERS retirement

LICENSES & REQUIREMENTS:

- The successful candidate will be required to provide DOJ and FBI fingerprint clearance, TB test clearance, COVID-19 vaccination verification (or program-required equivalent) a valid California driver's license, and immunizations as described on complete job description following acceptance of job offer.

KNOWLEDGE AND ABILITIES:

Bilingual English/Spanish required

APPLICATION DEADLINE: Open until filled

It is to your advantage to apply as soon as possible, as recruitment may close at any time.

Current CCOE employees only: Letter of Interest and resume submitted to Human Resources.

***Colusa County Office of Education (CCOE) participates in E-Verify.
To view the Notice of E-Verify Participation and the Right to Work posters,
please visit the Employment Opportunities section of the CCOE website.***

***Nondiscrimination in Employment, Programs and Services & Drug, Alcohol,
and Tobacco-Free Workplace.***



Colusa County Office of Education

Human Resources
345 5th Street, Suite A
Colusa, CA 95932
(530) 458-0350
hr@ccoe.net

APPLICATION PROCEDURE

Interested candidates must apply online at www.edjoin.org

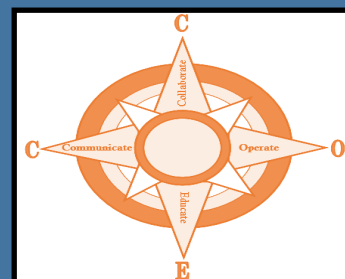
REQUIRED APPLICATION MATERIALS

A complete application packet will include:

- Resume
- Letter of Interest

Current CCOE employees only: Letter of Interest and resume submitted to Human Resources

***All employment applications and supplemental documents must be submitted through EdJoin.
Incomplete application packets may not be considered.***



COLUSA COUNTY OFFICE OF EDUCATION
(Excerpt from job description)

REPRESENTATIVE DUTIES (INCLUDING, BUT NOT LIMITED TO THE FOLLOWING:

Answer telephones and take messages or refer calls; greet office visitors and direct to appropriate Personnel. **E**
Establish collaborative relationships with parents, providers and employees. Demonstrate respectful and positive interactions. **E**
Assist in accessing community resources. **E**
Type, duplicate and distribute a variety of program information materials, reports, forms and other documents, translate oral and written materials as needed to assist clients; assist all required licensed and licensed exempt provider. **E**
Maintain a variety of program records, reports and files; maintain current records and reports. **E**
Utilize technology to record child and family data. **E**
Assist with referrals for childcare and early educational options. **E**
Operate office equipment such as a calculator, computer, copier, scanner, facsimile, and multi-line telephone. **E**
Participate in staff development, as directed. **E**
Complete intake applications/enrollments for child development programs. **E**
Prepare, process, and maintain necessary records of client participation. **E**
Complete and process monthly Child Care Family Fees for subsidized childcare services. **E**
Transport documents from confidential student/family files to Children's Services, update data base, and return documents to site of origin. **E**
Maintain current lists of enrolled children and attendance records and reports. **E**
Assist with referrals and follow-up procedures related to enrollment records, including scheduling appointments, meetings and other resources, and tracking referrals; information sharing and documentation; maintain parent contact record. **E**
Participate in planning and carrying out recruitment of program participants; prepare and maintain a variety of reports, files and recruitment materials. **E**
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures, and equipment
Child development philosophies and strategies
Funding Terms and Conditions
Title 5 Regulations
Interpersonal skills using tact, patience and courtesy
Confidentiality requirements
Positive communication skills, e.g. active listening, problem solving
Computer hardware and software in order to perform word processing, information retrieval and maintenance data
Telephone techniques and etiquette
Record-keeping and filing techniques
Correct English usage, grammar, spelling, punctuation and vocabulary
Oral and written communication skills

ABILITY TO:

Share information about best practices in child development
Perform a variety of clerical and receptionist duties
Operate a variety of assigned office equipment
Understand and follow oral and written instructions
Maintain records and files
Facilitate parent understanding, involvement and communication
Communicate effectively both orally and in writing
Meet schedules and timelines
Work as an effective team member
Type at an accurate rate of speed
Work cooperatively with parents, community members, agency staff and others
Respond to the public with courtesy and tact
Maintain confidentiality
Operate a computer to complete reports and maintain data
Lift and carry objects weighing up to 40 pounds
Operate a vehicle to conduct work

WORKING CONDITIONS:

ENVIRONMENT:

Office and classroom

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and standard office equipment
Sitting or standing for extended periods of time
Reaching overhead, above the shoulders and horizontally to store and retrieve files
Bending at the waist, kneeling and squatting
Lifting, pushing, pulling and carrying objects weighing up to 40 lbs.
Driving a vehicle to carry out program activities
Hearing and speaking to exchange information on the telephone or in person
Seeing to read written documents