LAKE TAHOE COMMUNITY COLLEGE DISTRICT
POSITION ANNOUNCEMENTS

Program Assistant
General Obligation Bond Management

Lake Tahoe Community College District announces an opportunity to work with the general obligation bond management team. The Program Assistant would provide direct support for Bond Management in guiding and assisting faculty, staff, students and the public by answering questions and providing general information regarding the program. This position schedules meetings with college user groups; tracks schedules, milestones and action items related to the general obligation bond; follows up with design professionals, contractors and vendors; assists in bond procurement processes; and strategizes documentation and record keeping.

This is a part-time, bond funded, non-exempt position scheduled at 28 hours per week. Hours are expected to be Monday-Friday, generally within the hours of 8 am to 5 pm; however, hours may vary according to the needs of the department.

A. APPLICATION PROCEDURE
Send the following materials to Human Resources:

1. District Application Form. (The job packet is available on our website at http://www.ltcc.edu/about/human-resources/jobs.php.)
2. Cover letter, please include the name(s) of the position(s) you are applying for
3. Resume
4. Demographic Survey (optional)
   Note: The District will only consider materials listed above in the selection process, any additions to the application packet will be discarded.

Applicants may be required to submit official transcripts upon offer of employment. Every effort should be made in the application to demonstrate the applicant's ability to meet the qualifications listed for the position.

DEADLINE FOR APPLICATIONS
All applications must be received by Monday, September 19, 2016 at noon to be considered for this opening.

LTCC reserves the right to reopen the position or extend the deadline if an adequate applicant pool is not received.

B. SELECTION PROCEDURE
After reviewing applications, those applicants judged most suitable for the position will be invited to initial interviews. These applicants will be notified by phone on or about Thursday, September 22, 2016. Interviews are tentatively scheduled for September 28, 2016. Meeting the minimum requirements does not guarantee an interview.

START DATE
Preferred start date is October 17, 2016, or as soon as mutually agreed.
C. COMPENSATION
Starting Salary: $15.35 to $16.95 hourly

Salary will be based upon approved range 20 and step placement subject to experience and education.

The District provides membership in the Public Employees Retirement System (PERS).

D. THE COLLEGE
Lake Tahoe Community College (LTCC) is an evolving, dynamic, two-year public institution near the shores of Lake Tahoe, whose waters and surrounding forests are a national treasure. The 42-year-old institution boasts a 164-acre forested campus on forested at 6,229 feet above sea level, making it the highest-altitude college in Northern California. This enthusiastic college community serves students from throughout the bi-state, multi-jurisdictional Lake Tahoe watershed, including students from neighboring Nevada communities.

The progress and stability of Lake Tahoe Community College is rooted in an institutional commitment to recognize and realize opportunities related to the region’s unique geography and history. LTCC currently offers 21 associate in arts degrees, 13 transfer degrees (AA-T and AS-T), 32 certificates, and 21 short-term departmental certificates. Students planning to transfer to a four-year university have a wide variety of options, as LTCC offers the equivalent of the first two years of a four-year university program. In addition to the quality programs for traditional students, LTCC has expanded its career and technical education offerings and innovative summer programs. The Intensive Spanish Summer Institute (ISSI) draws approximately 500 students from across the United States for a one-week immersion experience in Spanish language and culture. LTCC’s regionally accredited Fire Academy prepares students for Firefighter I certification in California.

The current physical plant of the college was first constructed in 1988 and has expanded to 170,000 square feet, including first class physical education, art and theater buildings. A 20,000 square foot library opened in 2006 and an art gallery opened in 2007. The campus also houses the Child Development Center, a model child care facility that accommodates children from six weeks through six years of age. The District also has a well-established and integrated planning and resource and allocation process supported by its participatory governance structure. The District recently received a reaffirmation of accreditation in February 2013.

SOUTH LAKE TAHOE COMMUNITY AND AREA
The Lake Tahoe Basin is a one-of-a-kind geographic, political, and economic region comprised of two states, five counties, and multiple cities and municipalities. Known as the “jewel” of the Sierras, Lake Tahoe is a congressionally designated Regional Planning Area for land use and planning. The Regional Plan, last updated in December 2012, focuses on restoring Lake Tahoe and support sustainable communities.

Outdoor recreation is central to the culture and economy of South Lake Tahoe, home to a year-round residential population of about 24,000. World-class winter skiing, summer mountain biking, hiking, camping, watersports and fishing as well as concerts, sporting events and entertainment draws state, national, and international tourists/visitors. Students are only minutes away from three of the 14 ski resorts located around the lake. The sun shines an average 274 days each year, giving students plenty of opportunities to get out and explore the Sierra Nevadas.

E. LAKE TAHOE COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER
Lake Tahoe Community College adheres to Title IX of the Educational Amendments of 1972 and the Rehabilitation Act of 1973 and is an Equal Opportunity Employer.

Posting Date: August 30, 2016
F. SPECIAL ACCOMMODATIONS
If you are in need of special services or facilities due to a disability in order to apply or interview for this position, please call the office Human Resources at 530-541-4660, ext. 226.

NOTE: All persons hired by Lake Tahoe Community College are required to prove employment eligibility in compliance with the Immigration Reform and Control Act of 1986, obtain a current tuberculosis clearance and submit to a criminal history background check prior to beginning work.

SEND ALL INFORMATION AND INQUIRIES REGARDING THE HIRING PROCESS TO:

Human Resources
Lake Tahoe Community College District
One College Drive, South Lake Tahoe, CA 96150
(530) 541-4660, ext. 226; FAX: (530) 541-8611
humanresources@ltcc.edu

All inquiries are considered confidential.
1. A completed District application form must be submitted for each position. To ensure being considered for a classified position with Lake Tahoe Community College, candidates must submit all materials requested in the vacancy announcement by the deadline date. Submission of requested materials is the candidate’s responsibility.

2. Candidates wishing to apply for more than one position must submit duplicated materials for each position.

3. If a particular test is being given for the position, you will be notified of the testing time and place.

4. Interviews are held on the campus where the position is located. A second interview may be required of top candidates.

5. In the interview, consideration will be given to various factors, including, but not limited to, education, experience, personal development, ability to work with others, initiative and sensitivity.

6. Travel costs related to the interview or testing will be at the expense of the candidate.

7. The District reserves the right to investigate past employment records of any candidate.

8. The District reserves the right to re-advertise a position or to delay indefinitely the employment of a person for a position if it is deemed by the District that applicants for the position do not constitute an adequate affirmative action recruitment pool.

9. Applicants will be notified when the position is filled. The District does not return to the candidate materials submitted an application for the position. Applications are kept in our file for a period of one year.

10. As required by the Affirmative Action policy of Lake Tahoe Community College District, the Human Resources Department is required to maintain a file that will yield the composition of the applicant flow by minority group and sex. A form will be provided for this purpose. Completing and returning the form is on a voluntary basis by the candidate. If returned, the form will be kept separate from the application and placed in an Applicant Flow File. This information will not be used as a part of our screening process.

11. Lake Tahoe Community College District is an Equal Employment Opportunity Employer.
Program Assistant

Class Title: Program Assistant
Bargaining Unit: Classified Employee Union
Range: 20

Definition:
Under the direction of the program director, provide direct support for a college program; guide and assist faculty, staff, students and the public by answering questions and providing general information regarding the program; organize records, conducts data entry, generates and proofs reports, and supports the administrative needs of the program professional staff.

Distinguishing Characteristics:
The Program Assistant provides direct support for a college program by answering questions and providing general guidance. It is distinguished from the Office Assistant by the decision making authority and reporting relationship.

Representative Duties:
- Advise faculty, staff, and students regarding eligibility and responsibilities of the program when needed; monitor progress for various program needs; distribute information and support regarding program functions; generate reports for documentation; verify information for accuracy before submitting documentation to the supervisor for review.
- Gather, compile and collate statistical information and other data; organize, establish and maintain record keeping systems for correspondence, documents, materials and other various data needs; record and log incoming information and follow up on missing or incomplete information; schedule appointments and meetings for supervisor; determine date and time and reschedule as necessary.
- Send correspondence on behalf of the supervisor; receive and screen telephone calls and visitors; advise customers by answering questions or providing information; refer individuals to appropriate personnel as required; take and distribute messages; perform general clerical duties; type materials; compose flyers; perform data entry; order and maintain supplies; prepare purchase requisitions; monitor expenditures for department; collect appropriate fees and prepare accounting records.
- Accept and process forms, applications and general information requested by individuals; interact with faculty, staff, students and the public; interpret and provide technical guidance on regulations specific to assigned program(s); provide information on policies and procedures of department/work unit activities; handle personnel or administrative forms such as payroll timesheets for office department and forward for processing; may provide direction and oversees work of workstudy students; compose correspondence; copy, mail, fax and distribute materials; receive, open and distribute mail and perform other duties as assigned.

Employment Standards:
Knowledge of:
- General clerical and record-keeping techniques.
- MS Word, Excel and Publisher.
- The process necessary to remain in and complete secondary school as well as to undertake a program of higher education.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Scheduling methods.
Budget management and maintenance practices and procedures.
The needs and challenges facing economically and socially disadvantaged students.

Ability to:
- Work well with the socially and economically disadvantaged, disabled and diverse populations.
- Maintain current knowledge of application software and operating systems used in assigned centers.
- Prepare data reports from a variety of sources.
- Work independently with little supervision.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Establish and maintain a variety of files, logs and records in organized and detail-oriented fashion.
- Type 50 words per minutes with five or fewer errors.

Education and Experience:
- Any combination equivalent to: graduation from high school supplemented by college level course work and two years of general clerical experience involving public contact.
- Minimum one year work experience with data management.

Additional Requirement (Licensure/Certification):
- No additional requirement
APPLICATION FOR CLASSIFIED EMPLOYMENT

PLEASE READ CAREFULLY: A resume may be attached but this does not relieve the requirement to COMPLETE ALL SECTIONS of this application. An incomplete application may disqualify you. A poorly completed application may work against you in the screening process. Read the job notice and description to be sure you meet the minimum requirements.

PERSONAL

Date ______________________

Name ______________________

Last    First     Middle

Present Address ____________________________________________

Street   P.O. Box  City   State  Zip

Telephone No. ____________________________________________

Home     Business   Cell

Email Address ____________________________________________

Are you legally eligible for employment in the U.S.A.? ____________  Are you under the age of 18? ______

Other than English, please list any language you speak and write fluently ____________________________

Have you ever been convicted or pleaded nolo contendere for any crime other than a minor traffic violation? (A “yes” does not automatically disqualify you from further consideration. You will be fingerprinted.)

If yes, please describe in full on a separate page.

RECORD OF EDUCATION

<table>
<thead>
<tr>
<th>School</th>
<th>Name and Address of School</th>
<th>Course of Study</th>
<th>Check Last Year Completed</th>
<th>Did You Graduate?</th>
<th>List Diploma or Degree</th>
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<tbody>
<tr>
<td>High</td>
<td>_________________________</td>
<td>_____________</td>
<td>1 2 3 4</td>
<td>☐ Yes ☐ No</td>
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<tr>
<td>College</td>
<td>_________________________</td>
<td>_____________</td>
<td>1 2 3 4</td>
<td>☐ Yes ☐ No</td>
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<td>Other (specify)</td>
<td>________________________</td>
<td>_____________</td>
<td>1 2 3 4</td>
<td>☐ Yes ☐ No</td>
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If your application is considered favorably, on what date will you be available for work? ______________________

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with our district? ______________________

Other relevant skills or certifications? ______________________

____________________________________________________________
**LIST EMPLOYMENT FOR THE PAST 10 YEARS BELOW, BEGINNING WITH YOUR MOST RECENT**

<table>
<thead>
<tr>
<th>1. Name and Address of Company</th>
<th>From:</th>
<th>To:</th>
<th>Position:</th>
<th>Type of Business</th>
<th>Name &amp; Title of Supervisor</th>
<th>Telephone</th>
<th>Reason for Leaving</th>
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<td></td>
<td>Mo.</td>
<td>Yr.</td>
<td>Mo.</td>
<td>Yr.</td>
<td>Weekly Starting Salary</td>
<td>Weekly Ending Salary</td>
<td>Describe the work you did:</td>
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<th>2. Name and Address of Company</th>
<th>From:</th>
<th>To:</th>
<th>Position:</th>
<th>Type of Business</th>
<th>Name &amp; Title of Supervisor</th>
<th>Telephone</th>
<th>Reason for Leaving</th>
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<td>Yr.</td>
<td>Mo.</td>
<td>Yr.</td>
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<td>Weekly Ending Salary</td>
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<th>3. Name and Address of Company</th>
<th>From:</th>
<th>To:</th>
<th>Position:</th>
<th>Type of Business</th>
<th>Name &amp; Title of Supervisor</th>
<th>Telephone</th>
<th>Reason for Leaving</th>
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<td></td>
<td>Mo.</td>
<td>Yr.</td>
<td>Mo.</td>
<td>Yr.</td>
<td>Weekly Starting Salary</td>
<td>Weekly Ending Salary</td>
<td>Describe the work you did:</td>
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<tr>
<th>4. Name and Address of Company</th>
<th>From:</th>
<th>To:</th>
<th>Position:</th>
<th>Type of Business</th>
<th>Name &amp; Title of Supervisor</th>
<th>Telephone</th>
<th>Reason for Leaving</th>
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<td></td>
<td>Mo.</td>
<td>Yr.</td>
<td>Mo.</td>
<td>Yr.</td>
<td>Weekly Starting Salary</td>
<td>Weekly Ending Salary</td>
<td>Describe the work you did:</td>
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<tr>
<th>5. Name and Address of Company</th>
<th>From:</th>
<th>To:</th>
<th>Position:</th>
<th>Type of Business</th>
<th>Name &amp; Title of Supervisor</th>
<th>Telephone</th>
<th>Reason for Leaving</th>
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<td></td>
<td>Mo.</td>
<td>Yr.</td>
<td>Mo.</td>
<td>Yr.</td>
<td>Weekly Starting Salary</td>
<td>Weekly Ending Salary</td>
<td>Describe the work you did:</td>
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May we contact the employers listed above? _______ If not, indicate by No. which one(s) you do not wish us to contact: _____

________________________________________________________________________________________________________________________________________________

**MILITARY SERVICE RECORD**

Were you in the Armed Forces? _______ If yes, what Branch? ____________________ Rank ____________________
REFERENCES
Please list persons who have recent knowledge of your professional qualifications.

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE/COMPANY</th>
<th>PHONE</th>
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<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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PLEASE READ AND SIGN BELOW
The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history through any investigative bureaus of your choice.

________________________________________
Signature of Applicant

AN EQUAL OPPORTUNITY EMPLOYER
Lake Tahoe Community College  
Demographic Survey (Confidential)

The following information is necessary for Lake Tahoe Community College to evaluate its recruitment and hiring practices and to prepare reports required by state and federal agencies. The information you provide is strictly confidential and is removed from your application form. Your cooperation in voluntarily providing this information is greatly appreciated.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Position Applied For:</th>
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<tr>
<th>Date:</th>
<th>Gender:</th>
<th>Male</th>
<th>Female</th>
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<tr>
<th>Are you a person with a disability?</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>If yes, do you need any accommodation(s)?</td>
<td>Yes</td>
<td></td>
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<tr>
<td>If yes, please call Human Resources at (530) 541-4660, ext. 226.</td>
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*As defined in the Americans with Disabilities Act of 1990, a disabled person is one who:
1) Has a physical or mental impairment which substantially limits one or more major life activities;
2) Has a record of such an impairment; or
3) Is regarded as having such an impairment.

<table>
<thead>
<tr>
<th>Heritage:</th>
<th>Asian excluding Filipino: All persons having origins in any of the original people of the Far East or Southeast Asia (Chinese, Japanese, Korean, Laotian, Cambodian, Vietnamese, Asian Indian, Other Asian).</th>
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<tr>
<td></td>
<td>Black/African-American: (not of Hispanic origin): All persons having origins in any of the black racial groups of Africa.</td>
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<td></td>
<td>Filipino: All persons having origins in any of the original people of the Philippine Islands</td>
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<td></td>
<td>Hispanic (Chicano/Latino/Mexican-American): All persons of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race.</td>
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<td>Native American: All persons having origins in any of the original people of North America and who maintain cultural identification through tribal affiliation or community recognition.</td>
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<td>Pacific Islander: All persons having origins in Guamanian, Hawaiian, Samoan or other Pacific Islander group.</td>
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<tr>
<td></td>
<td>White/Caucasian (not of Hispanic origin): All persons having origins in any of the original people in Europe, the Indian Subcontinent, or the Middle East.</td>
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<td>Other foreign national (please specify):</td>
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<td></td>
<td>Decline to state</td>
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<tr>
<th>Status:</th>
<th>Veteran</th>
<th>Vietnam Veteran</th>
<th>US Citizen</th>
<th>Permanent Resident</th>
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Recruitment Information: How did you hear about this position/job?
- Chronicle of Higher Education
- Chancellor’s Registry
- College Employee
- College Placement Office
- District Web Site
- Local Publication: Tahoe Tribune; Other (please specify):
- Job Fair (please specify location):
- Journal or other discipline publication (please identify):
- Word of Mouth
- Other (please specify):

We appreciate you assistance in providing statistics to help us improve our recruitment efforts.

Lake Tahoe Community College, One College Drive, So. Lake Tahoe, CA 96150