

## Position Opening

**POSITION:** Office Manager Administrative Specialist

**STATUS:** Full-time / Benefitted / Hourly / Non-exempt

**COMPENSATION:** \$23.01-\$25.25 per hour

**DEPARTMENT:** Passages

**LOCATION:** Passages; Chico, CA

**RECRUITMENT ID:** 143

**RESIDENCY:** Candidate must be a California resident. Chico State Enterprises is not a sponsoring agency for staff and management positions (i.e. H-1B Visas).

**ESSENTIAL JOB FUNCTIONS:** Under the general supervision of the Director of Passages Area Agency on Aging, this position coordinates agency-wide administrative duties working cooperatively with various departments.

- Assignments include Accounts Payable, Procurement, inventory, and fleet management, time sheets, routine correspondences.
- Assists in the development of the Area Plan which includes preparing requests for proposals, research, public notifications hearings, and data management.
- Provides technical assistance to agency subcontractors.
- Provides support services for the Area Agency on Aging Advisory Council.
- Other duties as assigned.

### EMPLOYMENT STANDARDS:

- Ability to consistently represent Passages in a positive and professional manner.
- Demonstrated attention to detail in communication and work product.
- Must possess strong organizational and planning skills; good oral and written communication; ability to work independently and meet deadlines.
- Must possess strong computer competencies include Microsoft Word and Excel and the ability to learn agency data bases.
- 2 years of progressively responsible administrative experience required and may substitute completed college course work.
- Any combination of education and experience Bachelor's degree in Business Administration, Public Administration, Public Health, or related field desirable but not required.
- Experience/education in the field of aging/long-term care services is desirable.
- Bilingual skills (Spanish-English) are desirable.

### COMPLIANCE REQUIREMENTS:

- Candidate must be in possession of valid driver's license and automobile liability insurance. Participation in the DMV Employer Pull Notice Program (driving record) is required. The candidate will be required to update their insurance with Chico State Enterprises Human Resources when necessary.
- Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which

may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.

**BENEFITS:**

Benefits for employees working 30 hours or more per week include employer paid life insurance (\$50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 15 paid holidays including 1 personal holiday; vacation accrual (initially 10 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

**HOW TO APPLY:**

To be considered, submit the following documents by **May 13<sup>th</sup>, 2024**. Documents submitted after this date may not be considered.

- Resume
- Cover Letter

**BY DROP BOX:** <https://csuchico.app.box.com/f/686a8e2f033d499f94c5980fe658a170>

**BY EMAIL:** [csejobs@csuchico.edu](mailto:csejobs@csuchico.edu)

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or [csejobs@csuchico.edu](mailto:csejobs@csuchico.edu) prior to 5:00 pm on the document deadline date. The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER:**

Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises' policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work.