POSITION: Administrative Specialist
Full-Time / Benefited / Hourly / Non-Exempt
RECRUITMENT ID: 777
LOCATION: Passages; Candidate must be a California resident at the start of the position
COMPENSATION: $18.00 per hour

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 billing, 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 and 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:
• Requires a minimum of 4 years of progressively responsible administrative experience which would enable the essential functions as stated above to be performed.
• Bachelor’s degree in Social Science, Gerontology, Public Health, or related field desirable but not required.
• Years of experience may be substituted by years of completed college course work.
• Experience/education in the field of aging/long-term care services is desirable.
• 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.
• Bilingual skills (Spanish-English) are desirable
• 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 Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information.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; 14 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%).

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:
• Resume

APPLICATION DEADLINE: Application deadline is June 27, 2021. Open until filled.
Applications can be submitted:

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website:
http://www.csuchico.edu/up.

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. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/up.

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. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.

For questions, please contact Chico State Enterprises Human Resources office:
BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/cse/

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.