

## **RIVERSIDE COMMUNITY COLLEGE DISTRICT**

### **NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE TEMPORARY POSITION DESCRIPTION**

**POSITION TITLE:** Facilities/Planning and Development Assistant

**DEPARTMENT/LOCATION:** Facilities/Planning Development District Office

**BASIC FUNCTIONS:** The Facilities/Planning and Development Assistant assists the Department with clerical work, such as answering phones, data entry, gathering records and information and providing support to staff in the department.

#### **REPRESENTATIVE DUTIES:**

1. Receives and makes calls.
2. Assists with data entry.
3. Picks up and delivers mail.
4. Organizes and maintains equipment and supplies for office area.
5. Copies meeting and other materials.
6. Provides information from staff to customers and vendors.
7. Organizes files and information for the department.
8. May collate information to be used in Board reports or in presentations to vendors related to District planning projects.
9. May assist in the development of powerpoint presentations for the department.
10. Directs callers and visitors to appropriate District departments.
11. Maintains good customer service skills.

#### **QUALIFICATIONS:**

General knowledge of office procedures and customer service skills.

**HOURS/DAYS:** A Non-Classified Short-Term Employee is a temporary employee, exempt from the classified service, hired to perform a service that is not needed on a continuing basis and is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A Non-Classified Substitute Employee is a temporary employee, exempt from the classified service, hired to replace a classified employee who is temporarily absent from duty. Employment is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A temporary employee can work 8 hours per day, 40 hours per week. If a temporary employee works 1 hour per day, it counts as one day towards the 160-day limit per fiscal year. Temporary employees are not exempt from overtime provisions and are entitled to overtime pay for overtime hours worked.

No temporary employee may begin to work without the authorization of Diversity and Human Resources.

The work location and assignment within the job classification is determined by the District and may be subject to change.

All offers of employment will be contingent upon the availability of funds and approval by the Board of Trustees.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.