

Administrative Specialist
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268693>

Downloaded On: Nov. 29, 2025 12:55am

Posted Nov. 28, 2025, set to expire Dec. 11, 2025

Job Title Administrative Specialist
Department Health & Human Development
Institution West Valley-Mission Community College District
Saratoga, California

Date Posted Nov. 28, 2025

Application Deadline 12/11/2025

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Administrative Support/Services

Apply Online Here <https://apptrkr.com/6739348>

Apply By Email

Job Description

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Administrative Specialist, Health & Human Development

Closing Date: 12/11/2025

Definition:

The West Valley College Health and Human Development department is seeking a talented individual to fill the position of Administrative Specialist.

West Valley College, though just minutes from the heart of the Silicon Valley, is in a beautiful park-like setting on 143 wooded acres. Our staff and faculty are among the most qualified in the state and our

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students appreciate the college for its friendly staff and supportive atmosphere.

Under the direction of the Dean, the Administrative Specialist will provide varied technical and operational duties in multiple service areas within West Valley Colleges Health and Human Development department.

Applicants who possess the knowledge, skills and life experiences to address the cultural and educational needs of a diverse student population are encouraged to apply.

Assignment:

100% of full time, 37.5 hours per week, 12 months per year, with anticipated start date of February 2026. Schedule may change to include some evening or weekend hours, as needed. This position is represented by the West Valley-Mission Classified Employees Association (WVMCEA), Office, Technical & Business Services Employee Unit.

Work Location: West Valley College, Saratoga, CA

Salary and Benefits:

Anticipated Hiring Range:

- \$8,741.33 - \$9,558.83 monthly (WVMCEA Salary Schedule, Range 69, Steps A-C).

Benefits include:

- Employer-contributed medical, dental and vision for employee, spouse, and/or dependents.
- Employer-paid long term disability for employee.
- Employer-provided life insurance.
- 14 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and New Year.
- 12 days vacation leave accrued annually; rate increases step-wise up to maximum 22 days vacation leave accrued annually.
- 12 days sick leave accrued annually.
- Personal necessity leave and personal business leave.
- Educational growth incentive program from \$45 to \$225 monthly.
- \$1000 longevity award annually after 10 years of service and \$1,500 longevity award annually after 15 years of service.
- CalPERS retirement.
- Position is union affiliated.

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Minimum Qualifications:

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

1. Education: Equivalent to an Associates degree from an accredited college with major coursework in business, education, general education or a related field; AND
2. Experience: Two years of increasingly responsible technical level program experience.

AND

Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Desired Qualification:

The ideal candidate will also demonstrate the following desired qualifications:

- Proficiency with Microsoft Office Suite including Word, Outlook, Excel, Access, & PowerPoint.
- Proficiency with Adobe Acrobat and/or other tools for remediating documents for accessibility.
- Experience working in high pace environment
- Great Communication and Organizational skills

Knowledge and Abilities:

Knowledge of:

- Methods and techniques of program implementation and operations.
- Computer software related to area of assignment such as word processing, database, graphics, spread sheet and accounting applications.
- English usage, spelling, punctuation and grammar; and arithmetic, basic mathematical calculations and statistics and statistical methods.
- Methods and techniques of research, report writing, and budget monitoring.
- Modern office procedures, methods and computer equipment.
- Principles and practices of administrative and/or technical area to which assigned such as

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budgets, contracts, grants, claims, bonds, facilities, legislation, schedules, rentals, personnel actions and/or other related information.

- General functions, programs and objectives of a community college or similar educational institution.
- Basic principles of organizing, assigning and reviewing the work of others.

Ability to:

- Perform independent research in carrying out technical administrative and technical duties.
- Intermittently review documents related to program operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.
- On a continuous basis, sit at a desk. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 10 pounds or less.
- Operate a personal computer utilizing spreadsheet, word processing, database and/or specialized graphics software.
- Collect, compile, analyze and present a variety of data in a meaningful way.
- Review and maintain budget and/or program area submissions and revisions for mathematical, accounting and overall accuracy.
- Obtain information through interview; handle multiple project assignments; and deal firmly and courteously with the public.
- Analyze situations quickly and objectively to determine proper course of action.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy.
- Establish and maintain effective, cooperative and collaborative working relationships with others.
- Organize, assign and review the work of assigned clerical staff and students.
- Understand, interpret, and explain complex policies, procedures and regulations.
- Develop and implement various data collection and reporting systems.
- Learn and utilize specialized software in the production of program flyers, brochures and other publications.

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Examples of Duties and Responsibilities:

Duties may include, but are not limited to, the following:

- Develop, coordinate and implement program activities in area of assignment related to operational activities; prepare budgets, documents and/or brochures related to program activities.
- Review, verify and input data and documents related to operational and/or program activities such as budgets, contracts, grants, loadsheets, claims, bonds, legislation, schedules, rentals, personnel actions and/or other related information.
- Respond to requests for documentation and information related to assigned area of responsibility; explain and interpret assignment area policies and procedures to internal or external customers; may perform outreach and marketing duties related to assigned program area.
- Perform administrative and technical duties related to area of assignment including interpreting, analyzing and determining compliance or acceptance of information and materials; prepare reports and/or graphics to document results of duties performed.
- Provide front line support and information to students relative to area of assignment, as needed.
- Assist professional staff in performing and conducting studies, special projects, and administrative and technical functions; perform data collection and analysis; prepare draft reports, graphics and technical documents.
- Troubleshoot a variety of software systems relevant to area of assignment; respond to user questions and problems with relevant systems and equipment; input, assign and track work orders for repair and maintenance of systems and equipment.
- Participate in the development and implementation of software packages and upgrades; monitor systems for accurate and effective performance; coordinate with district information technology staff to resolve issues as needed.
- Perform basic graphic design and/or plan drawing work in the production of flyers, brochures, maps, cards and other program-related publications using related software applications.
- Plan, prioritize, assign and review the work of clerical staff and students involved in duties related to area of assignment.
- Schedule and coordinate the use of facilities and equipment related to area of assignment.
- Establish and maintain systems related to assigned technical areas of responsibility; monitor area activities and report progress as required.

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- Ensure areas of responsibilities are in compliance with pertinent and applicable laws, codes, ordinances and legislation; regularly assess and modify reporting systems for improved effectiveness and efficiency; advise staff of any irregularities in compliance.
- Establish and maintain a wide variety of filing and reporting systems as necessary; develop record keeping procedures; provide relevant information to relevant parties; prepare and compile correspondence and reports.
- Compile and develop information for special studies and reports from a variety of resources; assist with various special projects, including coordination, research and development of systems.
- Assist supervisor with a variety of administrative operations and prepare or recommend on procedural modifications; order supplies and equipment; maintain calendars; process and respond to office communications and requests; process invoices.
- Build and maintain positive working relationships with co-workers, other district employees and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust and respect.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Perform related duties as assigned.

APPLICATION INFORMATION:

- Interested applicants must submit online all materials requested, including: (1) A completed online West Valley-Mission Community College District application; (2) Supplemental application questions; (3) Resume; (4) Unofficial copies of transcripts, if requested; (5) Cover letter and/or reference list, if requested; and (6) Any requested licenses or certificates, if applicable.
- All sections of the online application, including Education and Educational Work History, must be completed thoroughly.
- Supervisor(s) name(s) and telephone numbers must be included in the application.
- Incomplete applications will not be considered.
- Do NOT send unrequested materials. Unrequested materials will be removed from your application and will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully and completely.

ABOUT TRANSCRIPTS:

- If a minimum requirement is possession of a degree, then a copy of transcripts is required to be

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included with your application to verify the degree being awarded. If no transcripts are included or the transcript does not show a degree conferred AND degree conferred date, the application may be screened as not meeting minimum requirements, the application may be screened as not meeting minimum requirements.

- Should the minimum qualifications state "any combination equivalent to," then additional relevant work experience may substitute for education. In this case, please upload a document stating such in the Required Transcripts document field.
- Degrees must have been awarded by a college or university accredited by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.
- Candidates with degrees earned outside of the United States must provide official certification of equivalency to U. S. degrees by a certified U. S. credential review service, must have a U.S. evaluation (course by course of the transcripts) and must be submitted with this online application.
- If you do not have an electronic version of the transcript, you can get it scanned at an office supply or copy store; then attach the electronic version of your transcript to this online application.
- Copies of diplomas, grade reports, graduation petitions, transcript evaluations requests, or similar documents WILL NOT be accepted in lieu of transcripts.
- When uploading transcripts, please ensure they are NOT encrypted, secured, or password-protected or they will be rejected by the system.

For reasonable accommodations and assistance, contact:

Office of Human Resources, Attn: Recruitment

14000 Fruitvale Ave, Saratoga, CA 95070

Phone: (408) 741-2174 Fax: (408) 741-2564

Email: Careers@wvm.edu

Selection Process:

SELECTION PROCESS INFORMATION:

- After the deadline date, a committee will review and evaluate applications and supporting materials to select the applicants to be interviewed. Meeting the minimum qualifications does not assure the candidate an interview.
- All candidates will receive an e-notification to acknowledge receipt of their application materials. If not contacted within 3-6 weeks following the close of the recruitment, no suitable match was determined at this time.

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- Travel expenses to attend first-level interview are the responsibility of the candidate.
- Application materials become the property of the District and will not be returned or duplicated.
- The District may choose to re-advertise or indefinitely delay filling a position. Some positions may include first and second level interviews.
- The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants.
- Any tentative verbal offer of employment is contingent upon formal approval of the college Governing Board.
- Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.
- The district does not provide visa sponsorship.

EEO STATEMENT:

West Valley-Mission Community College District is an Equal Opportunity Employer that seeks to employ a diverse workforce who will contribute to an inclusive and welcoming educational and employment environment. The District is committed to nondiscrimination on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, genetic information, ancestry, gender identity, gender expression, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, military or veteran status, and medical condition consistent with applicable federal and state laws.

Special Instructions to the Applicant:

Posting Number: FY22/23-303FT

Open Date: 11/17/2025

Close Date: 12/11/2025

Open Until Filled: No

For more information on this position and to apply, please visit our website at the following link:

wvm.peopleadmin.com

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Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

N/A

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