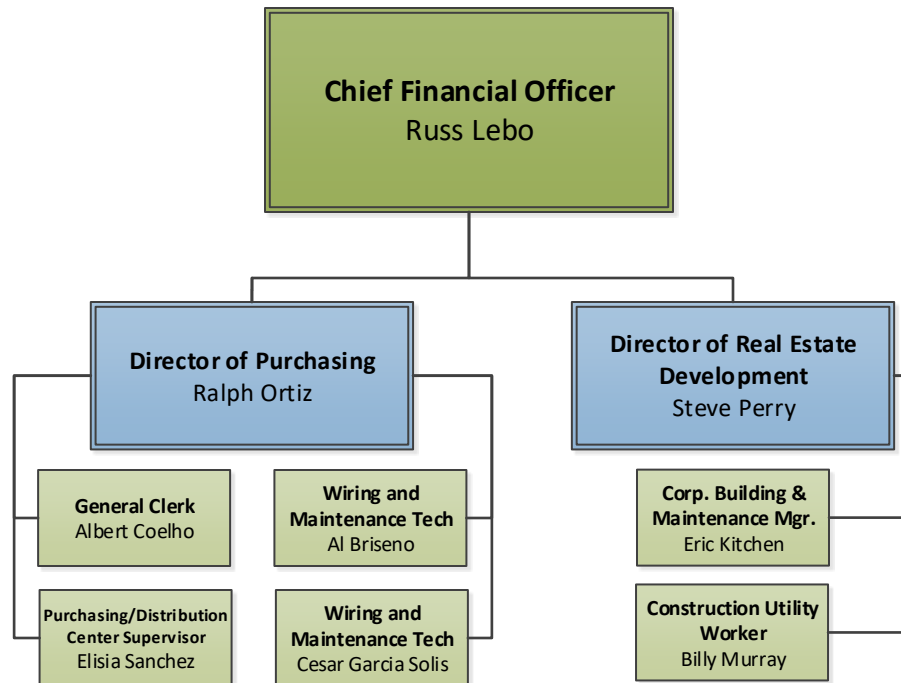






Exhibit IIIB.1
Facilities & Purchasing
Org Chart and Job Descriptions

ORGANIZATIONAL CHART

Purchasing - Facilities

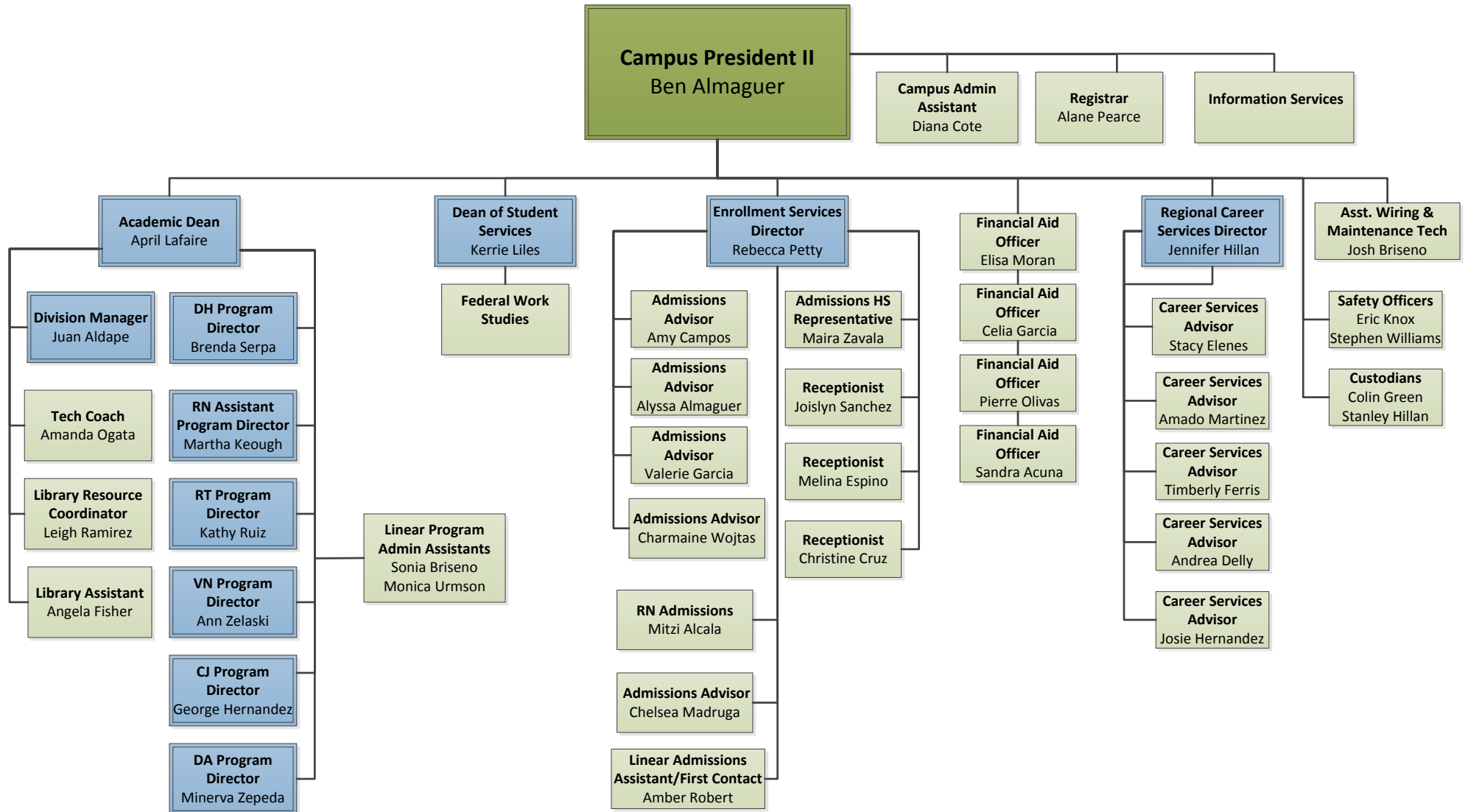


-  Leadership Position
-  Management Position
-  Supervisory Position
-  Nonsupervisory Position



ORGANIZATIONAL CHART

Visalia Campus



**Job Descriptions:
Central
Administrative
Office Positions**

San Joaquin Valley College
Job Description

Job Title: Chief Financial Officer
Department: Accounting
Reports To: Board of Directors
Classification: Full-time, Exempt

Summary: The Chief Financial Officer creates systems, reporting formats, policies and procedures related to budgeting and the financial process; ensures that all elements of the financial system are accurate, efficient and in accordance with professional accounting practices and governmental regulations.

Essential Duties and Responsibilities:

- Directs accounting activities including the maintenance of the general ledgers, analysis of computer data and review of payroll
- Prepares governmentally mandated reports
- Maintains internal audit control systems
- Administers the cash management program
- Maintains, administers and evaluates benefit programs including health plan, 125 plan and 401k plan
- Trains new campus directors the budget preparation procedures and practices
- Assists in answering any and all questions related to finance
- Supervises accounting, facilities and MIS staff
- Performs other duties as assigned

Supervisory Responsibilities: Manages three subordinate supervisors who supervise a total of 12 employees in the Accounting Department, Facilities Department and Information Systems Department. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises one non-supervisory employee. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Core Competencies

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organizational Support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Job Competencies

Deploy and Align – Translates company strategies and objectives into concrete performance and improvement goals for the function, department or unit and actively participates in reviews and discussions to assure plans and progress have the needed business impact.

Develop Strategy – Grasps the demands and threats that conditions and trends in the environment create for the company and responds by focusing the function, department or unit on the critical few improvements in performance and capability needed for long-term success. Considers the needs and objectives of the business as a whole and is able to focus on priorities beyond his or her own or those of the immediate group.

Facilitate and Influence – Takes leadership in the organization when appropriate by engaging others in sound processes for thinking through problems and issues and by advocating consistency with company values and policies in decision making and relationships.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Bachelor's degree (B.A.) from four-year college or university; or 5 years related experience and/or training; or equivalent combination of education and experience.

Language Skills – Ability to read, analyze and interpret common technical journals, financial reports and legal documents; ability to respond to common inquiries or complaints from employees and students, regulatory agencies, or members of the business community; ability to write presentations and handbooks for publication that conform to prescribed style and format; ability to effectively present information to top management, employees, students and/or board of directors.

Mathematical Skills – Ability to work with mathematical concepts such as probability and statistical inference; ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability – Ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, PowerPoint, Access and Outlook; networking and systems engineering, and master proprietary software used in student and employee records.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to walk. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

San Joaquin Valley College
Job Description

Job Title: Director of Purchasing
Department: Facilities
Reports To: Chief Financial Officer
Classification: Exempt

Summary: The Director of Purchasing directs and oversees the College's purchasing functions for all SJVC locations including the corporate office. This individual is familiar with a variety of the College's concepts, practices and procedures; relies on extensive experience and judgment to plan and accomplish goals; performs a variety of tasks; and offers technical support to campus based employees. A wide degree of creativity and latitude is expected.

Essential Duties and Responsibilities:

- Oversees the purchasing process for all locations
- Completes all corporate purchases
- Provides technical support to Campus Facility Managers
- Reviews vendor purchase summaries
- Negotiates contracts and purchase agreements
- Reviews and selects vendors
- Resolves accounting issues related to purchases
- Develops purchasing policies and procedures
- Performs other duties as assigned.

Supervisory Responsibilities: Indirectly supervises up to seven Facility Managers from each campus. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning and directing work; addressing complaints and resolving problems.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

Design – Generates creative solutions; translates concepts and information into images, brochures, videos and advertisements; uses feedback to modify designs; applies design principles; demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Project Management – Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

Technical Skills -Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Customer Service – Manages difficult or emotional employee or student situations; responds promptly to employee and student needs; solicits employee and student feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; present numerical data effectively; able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Visionary Leadership – Inspires respect and trust.

Change Management – Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

Delegation – Delegate work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results.

Leadership – Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others.

Managing People – Includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies employee and student feedback; fosters quality focus in others; improves processes, products and services; continually works to improve supervisory skills.

Quality Management – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Business Acumen – Understands business implications of decisions; displays orientation to profitability; demonstrates knowledge of market and competition; aligns work with strategic goals.

Cost Consciousness – Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.

Diversity – Shows respect and sensitivity for cultural differences; promotes a harassment-free environment;

Ethics – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

Strategic Thinking – Develops strategies to achieve organizational goals; understands organization's strengths and weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.

Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Motivation – Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence.

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Quantity – Meets productivity standards; completes work in a timely manner; strives to increase productivity.

Safety and Security – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives to meetings and appointments on time.

Dependability – Follow instructions, responds to Board of Directors' direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person of an alternate plan.

Innovation – Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Bachelor's degree (B.A.) from four-year college or university; or 4 years related experience and/or training; or equivalent combination of education and experience.

Language Skills – Ability to read, analyze and interpret common technical journals, financial reports and legal documents; ability to respond to common inquiries or complaints from employees and students, regulatory agencies, or members of the business community; ability to write presentations and handbooks for publication that conform to prescribed style and format; ability to effectively present information to top management, employees, students and/or board of directors.

Mathematical Skills – Ability to work with mathematical concepts such as probability and statistical inference; ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability – Ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, PowerPoint, Access and Outlook; and master proprietary software used in student records.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to walk. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

San Joaquin Valley College
Job Description

Job Title: Director of Real Estate Development

Department: Facilities

Reports To: Chief Financial Officer

Classification: Full-Time, Exempt

Summary: The Director of Real Estate Development is responsible for the design and development of future campuses in conjunction with expansion and maintenance of existing campus locations.

Essential Duties and Responsibilities:

Expansion

- Identifies, evaluates, and selects building sites
- Provides exterior building elevation design
- Provides interior building design and space allocation plan
- Selects and supervises architects
- Prepares and coordinates presentations before city planning dept., zoning officials and other city, state, and federal agencies
- Negotiates lease agreements with property owners
- Consults lease agreements with legal counselor
- Selects and supervises general contractors
- Selects, orders and installs fixtures, furnishings and equipment
- Determines and manages completion deadlines

Building Maintenance

- Manages properties by providing upkeep and upgrades.
- Designs and supervises remodeling construction

Budget

- Determines costs of construction, fixtures, furnishings, equipment and supplies
- Determines facilities cost for new programs

Safety

- Insures compliance with all applicable fire safety, health environmental, building or other code and licensing requirements

Supervisory Responsibilities: Directly supervises one non-supervisory employee in the facilities department and indirectly supervises Facilities Managers from each campus. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Project Management – Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

Oral Communication – Effective speaking skills adjustable for audiences to include department project planning and/or updates, city planning presentations and Executive briefings. Speaks clearly and in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; present numerical data effectively; able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Cost Consciousness – Works within approved budget; develops and implements cost saving measures; conserves organizational resources.

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Bachelor's degree (B.A.) from four-year college or university; or 2 years related experience and/or training; or equivalent combination of education and experience. Real Estate License. Ability to manage and deliver multiple, concurrent projects. Extensive knowledge and proficiency in: commercial real estate transactions; real estate law; commercial construction; CAD design; interior design and space allocation planning; commercial zoning; building permit process and fire safety/health environmental building codes.

Language Skills – Ability to read, analyze and interpret common legal documents; ability to respond to common inquiries from employees, regulatory agencies, or members of the business community; ability to write presentations and present information to top management.

Computer Skills – To perform this job successfully, an individual should have proficient knowledge of Microsoft Office Suite, project management program and CAD design skills

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to walk. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

San Joaquin Valley College
Job Description

Job Title: General Clerk – Accounting & Purchasing

Department: Accounting

Reports To: Director of Purchasing

Classification: Non-exempt

Summary: The General Accounting and Purchasing Clerk, handles purchase requisitions, pricing orders and other purchasing duties and also provides clerical function support to the Accounting department under the direct supervision of the immediate supervisor.

Essential Duties and Responsibilities:

- Processes data transactions in MAS 200 Accounting system
- Generate MAS and PRS system purchase orders as needed
- Place order with vendors and service providers for goods and services
- Interact with vendors and services providers in order to obtain packing slip and invoice documentation
- Work with campus Facilities Purchasing Technicians to ensure timely receipt of vendor packing slips
- Reconciles vendor packing slips and invoices with MAS system purchase orders
- Monitor Service Desk Plus system
- Maintains filing systems, files
- Conducts general office tasks such as copying, faxing and data entry
- Works with Excel spreadsheets
- Scans eBridge documents
- Offers administrative support to the Director of Purchasing as needed
- Acts as back up for the receptionist
- Conducts general office tasks such as copying, faxing and data entry
- Performs various office duties/procedures as assigned

Supervisory Responsibilities: This job has no supervisory responsibilities.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Core Competencies:

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support - Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Job Competencies:

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives.

Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – High school diploma or general education degree (GED) required. A minimum of two years data entry and related clerical support experience preferred.

Language Skills – Ability to read and comprehend simple instructions, short correspondence, and memos; ability to write simple correspondence; ability to effectively present information in one-on-one and small groups situations to students and employees.

Mathematical Skills – Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals; ability to compute rate, ratio and percent.

Reasoning Ability – Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access and Outlook; and masters proprietary software used to maintain student records.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to fingers, handle, or feel; reach with hands and arms; talk; and hear. The employee is frequently required to walk. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

San Joaquin Valley College
Job Description

Job Title: Purchasing / Distribution Center Supervisor

Department: Facilities / Purchasing

Reports To: Corporate Dir. of Purchasing

Classification: Full-time, Non-Exempt

Evaluation Form: FC - Facilities

Summary: Under the general supervision of the Campus Director. The Purchasing and Distribution Supervisor performs a number of routine and varied supervisory, clerical, data entry, warehouse and customer service duties in support of overall supply chain distribution operations for all campus locations.

Essential Duties and Responsibilities:

Purchasing

- Plan and prepare all campus textbook order requirements
- Oversee general accounting clerk/purchasing to ensure timely process of all PRS requests
- Oversee general accounting clerk/purchasing to ensure timely vendor order placement
- Assist general accounting clerk/purchasing to place vendor orders on a timely basis
- Process Acumatica data entry transactions as applicable

Warehouse Operations

- Oversee general accounting clerk/purchasing and warehouse staff to ensure timely and efficient processing of the following:
 - General warehouse cleanliness and organization
 - Efficient processing and reconciliation of all inbound packing slips and invoices
 - Proper storage/placement of all lab and office supplies, textbooks and other materials
 - Physical inventory counts lab and text supplies
- Coordinates approved janitorial staff work schedule and assignments
- Ensure general accounting clerk/purchasing and warehouse staff utilize appropriate PPE as necessary
- Ensure general accounting clerk/purchasing and warehouse staff utilize safe best work practices

Supply Chain Distribution

- Oversee general accounting clerk/purchasing and warehouse staff to ensure timely and efficient processing of the following:
 - Preparation of all ground and online textbook shipments and packing slip information
 - Timely preparation of service desk assigned copy supply orders.
 - Timely preparation and dispatch of ground, online and other text and materials shipments utilizing most cost affected modes of contracted UPS LTL and ground services
 - Fills faculty, student, staff, and visitor request needs
 - Ensures timely response to corporate requests and directives
 - Performs other duties as assigned

Service Support Email Inquiries - Service Desk / SJVC / Purchasing / eCodes

- Review all online service desk tickets on a daily basis to ensure rapid response within 12-24 hours
- Review all eCodes email inquiries to ensure rapid response within 12-24 hours
- Oversee general accounting clerk/purchasing to ensure timely and efficient processing of the following:
 - Review all SJVC Purchasing email inquiries to ensure rapid response within 12-24 hours
 - preparation of all goods and services to support email inquiries

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Core Competencies

Integrity: Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism: Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability: Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support: Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication: Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Job Competencies

Customer Focus: Personally demonstrates that external or internal customers are a high priority; identifies customer needs and expectations and responds to them in a timely and effective manner; anticipates and prevents delays or other things that can adversely affect the customer; keeps customer informed about the status of pending actions and inquiries about customer satisfaction with products or services.

Productivity: Meets or exceeds productivity standards that have been established for organizational level or position; has successfully combined skills, ability and effort level to ensure that expectations related to results/output are achieved.

Teamwork: Contributes to building a positive team spirit; willing to provide help when needed; committed to accomplishing the College's goals and objectives.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – A minimum of a High school Diploma and one year experience in related field, or a combination of education and experience that is equivalent.

Language Skills – Ability to read and comprehend simple instructions, short correspondence, and memos; ability to write simple correspondence; ability to effectively present information in one-on-one or small group situations to students and employees.

Mathematical Skills – Ability to add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and interpret bar graphs.

Reasoning Ability – Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel and Outlook.

Other Qualification: Knowledge of purchasing Inventory control and warehouse methods, procedures and practices; ability to work effectively with Staff, students and vendors.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to stand; sit, climb or balance and stoop, kneel, crouch and crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

San Joaquin Valley College
Job Description

Job Title: Wiring\Maintenance Technician
Department: Information Services\Facilities
Reports To: Director of Purchasing
Classification: Full-time, Non-exempt

Summary: Acting under the supervision of the Network Operations Manager and the Director of Facilities the Wiring Technician is responsible for the installation, termination, testing, and troubleshooting of voice and data communication wiring, configuration and troubleshooting of telephone systems, conducting building inspections and reports and perform basic construction duties as necessary.

Essential Duties and Responsibilities:

Operation

- Work with the Information Services department in planning new wiring installations of computer labs, server rooms, and other wiring projects
- Install, test, document, troubleshoot, rearrange, repair, maintain, and service the voice and data cabling at all locations.
- Must be able to read and understand blue prints and floor plans
- Must have the ability to work independently and use sound technical judgment to complete assignments in a timely manner.
- Perform other duties as assigned.
- Provide building repair and maintenance reports
- Provide direct facility management of SJVC corporate and online buildings.

Maintenance & Repair

- Maintain inventory of cabling parts, tools, and accessories
- Must be able to troubleshoot and resolve wiring issues
- Demolition
- Framing - wood/metal
- Electrical
- Drywall - installation and repair
- Painting
- Plumbing
- Landscape - plant and irrigation systems
- Miscellaneous repairs

Supervisory Responsibilities: This position has no supervisory responsibilities.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Project Management – Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

Technical Skills - Experience working and troubleshooting using electronic equipment. Possess skills necessary in using small hand and power tools. Basic construction experience.

Customer Service – Manages difficult or emotional employee or student situations; responds promptly to employee and student needs; solicits employee and student feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; present numerical data effectively; able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Business Acumen – Understands business implications of decisions

Cost Consciousness – Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.

Diversity – Shows respect and sensitivity for cultural differences; promotes a harassment-free environment; builds a diverse workforce.

Ethics – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

Judgment – Exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality. Attention to detail and appearance of facilities and construction areas.

Quantity – Meets productivity standards; completes work in a timely manner; strives to increase productivity; works quickly.

Safety and Security – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives to meetings and appointments on time.

Dependability – Follow instructions, responds to direction of the Network Operations Manager and the Director of Facilities; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person of an alternate plan.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Associates degree (AA/AS) with two years related experience; or equivalent combination of education and experience.

Language Skills – Ability to read, analyze and interpret common technical journals, financial reports and legal documents; ability to respond to common inquiries or complaints from employees and students, regulatory agencies, or members of the business community; ability to write presentations and handbooks for publication that conform to prescribed style and format; ability to effectively present information to top management, employees, students and/or board of directors.

Mathematical Skills – Ability to work with mathematical concepts such as probability and statistical inference; ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability – Ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills – To perform this job successfully, an individual should be able to use Microsoft Word and Microsoft Outlook.

Other Qualifications – Hand and finger dexterity to carry and use tools and equipment. Near vision acuity required to read blue prints and floor plans, documentation, and inspect, install, and repair data cabling as necessary.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk; use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to climb or balance and stoop, kneel, crouch or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds and carry ladders.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be exposed to risk of electrical shock. The employee is occasionally exposed to high, precarious places. The noise level in the work environment is usually moderate. Travel may be required.

Job Descriptions: Campus Positions

San Joaquin Valley College
Job Description

Job Title: Purchasing and Facilities Technician

Department: Facilities / Purchasing

Reports To: Campus Director

Classification: Full-time, Non-Exempt

Evaluation Form: FC - Facilities

Summary: Under the general supervision of the Campus Director. The Purchasing and Facilities Technician performs a number of routine and varied clerical, data entry, warehouse and customer service duties in support of overall campus operations.

Essential Duties and Responsibilities:

- Physical inventory counts lab and text supplies
- Process vendor invoice & packing slip reconciliation
- Process Service Desk data entry transactions
- Orders Text, lab and office supplies as needed
- Process MAS data entry transactions
- Performs minor equipment inspection
- Performs minor equipment repair
- Coordinates campus director approved janitorial staff work schedule and assignments
- Deliver lab, office, textbooks and Misc. supplies
- Physical set up special events equipment and furniture
- Prepares all parcels for outbound carrier shipment
- Process and verify inbound parcel packing slips and contents for accuracy
- Fills faculty, student, staff, and visitor request needs
- Ensures timely response to corporate requests and directives
- Coordinates campus director approved security staff work schedule and assignments
- Performs other duties as assigned

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Core Competencies

Integrity: Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism: Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability: Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support: Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication: Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Job Competencies

Customer Focus: Personally demonstrates that external or internal customers are a high priority; identifies customer needs and expectations and responds to them in a timely and effective manner; anticipates and prevents delays or other things that can adversely affect the customer; keeps customer informed about the status of pending actions and inquiries about customer satisfaction with products or services.

Productivity: Meets or exceeds productivity standards that have been established for organizational level or position; has successfully combined skills, ability and effort level to ensure that expectations related to results/output are achieved.

Teamwork: Contributes to building a positive team spirit; willing to provide help when needed; committed to accomplishing the College's goals and objectives.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – A minimum of a High school Diploma and one year experience in related field, or a combination of education and experience that is equivalent.

Language Skills – Ability to read and comprehend simple instructions, short correspondence, and memos; ability to write simple correspondence; ability to effectively present information in one-on-one or small group situations to students and employees.

Mathematical Skills – Ability to add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and interpret bar graphs.

Reasoning Ability – Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel and Outlook.

Other Qualification: Knowledge of purchasing Inventory control and warehouse methods, procedures and practices; ability to work effectively with Staff, students and vendors.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to stand; sit, climb or balance and stoop, kneel, crouch and crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

San Joaquin Valley College
Job Description

Job Title: Safety
Department: Facilities
Reports To: Campus Director
Classification: Part-time or Full-time, Non-Exempt

Summary: The Safety position provides a safe and secure environment for students, employees and visitors by observing and reporting safety violations, unusual incidents, or illegal activity to the Campus Director and/or Purchasing Facilities Technician. Additionally, the Safety position performs numerous nontraditional facilities related tasks as well. This type of environment is necessary for the pursuit of education.

Essential Duties and Responsibilities:

- Presents a positive image of the SJVC family to visitors and guests.
- Patrols SJVC property to ensure the safety and security of students, employees and visitors by observing and reporting safety violations, unusual incidents and/or illegal activity.
- Ensures vehicles are not tampered with, parking regulations are followed and speed limits are enforced.
- Identifies and directs visitors to the proper destination
- Writes reports on safety violations, unusual incidents and/or illegal activity
- Conducts periodic safety checks
- Assists in disaster drills
- Escorts uninvited persons from SJVC property and creates a liaison between management and law enforcement
- Assists the Purchasing and Facilities Technician as needed with distribution of textbooks and/or supplies to classrooms and/or offices
- Performs other duties as assigned

Supervisory Responsibilities: This job has no supervisory responsibilities.

Core Competencies: To perform the job successfully, an individual should demonstrate the following competencies.

Customer Service – Manages difficult or emotional student, employee or visitor situations; responds promptly to reported incidents; responds to requests for assistance; meets commitments.

Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

Teamwork – Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; able to build morale; support everyone's efforts to succeed.

Judgment – Exhibits sound and accurate judgment; supports and explains reasoning decisions; includes appropriate people in decision-making process; makes timely decisions.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; maintains confidentiality.

Diversity – Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Ethics – Treats people with respect; inspires the trust of others; works with integrity and ethically.

Organizational Support – Follow policies and procedures; supports organization's goals and values.

Quality – Applies feedback to improve performance; monitors own work to ensure quality.

Safety and Security – Observes and enforces safety and security procedure; assists with determining appropriate action beyond guidelines; reports potentially unsafe conditions; uses and enforces use of equipment and materials in a proper manner.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent.

Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary.

Job Competencies

Customer Focus - Responds promptly to student, employee or campus/CAO needs; solicits customer feedback to improve services; responds to requests for service and assistance; meets commitments.

Productivity - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality; completes work in a timely manner.

Teamwork - Balances team and individual responsibilities; gives and welcomes feedback.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – High school diploma or general education degree (GED) required.

Language Skills – Ability to read and comprehend simple instructions, short correspondence, and memos; ability to write simple correspondence and reports; Ability to effectively present information in one-on-one and small group situations to supervisors, peers and students.

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio and percent.

Reasoning Ability – Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; MS Word and Outlook.

Certificates, Licenses, Registrations: None

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; talk and hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

San Joaquin Valley College
Job Description

Job Title: Custodian
Department: Facilities
Reports To: Campus Director
Classification: Part-time, Non-exempt

Summary: In relation to contributing to SJVC's mission and goals, under the direct supervision of the Campus Director the Custodian maintains the facility so that a safe, clean and presentable environment is given to the public and employees.

Essential Duties and Responsibilities:

- Cleans and stocks restrooms
- Empties trash containers
- Vacuums and cleans carpets
- Ensures the cleanliness of classrooms, labs, offices, reception area and student and employee lounges
- Performs other duties as assigned

Supervisory Responsibilities: This job has no supervisory responsibilities.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Core Competencies

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Customer Focus – Personally demonstrates that external or internal customers are a high priority; identifies customer needs and expectations and responds to them in a timely and effective manner; anticipates and prevents delays or other things that can adversely affect the customer; keeps

customer informed about the status of pending actions and inquiries about customer satisfaction with products or services.

Productivity – Meets or exceeds productivity standards that have been established for organizational level or position; has successfully combined skills, ability and effort level to ensure that expectations related to results/output are achieved.

Teamwork – Contributes to building a positive team spirit; willing to provide help when needed; committed to accomplishing the College's goals and objectives.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – High school diploma or general education degree (GED) preferred; one year of related experience required.

Language Skills – Ability to read and comprehend simple instructions, short correspondence and memos; ability to write simple correspondence; ability to effectively present information in one-on-one situations with supervisor and/or management.

Mathematical Skills – Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio and percent.

Reasoning Ability – Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; ability to deal with problems involving a few concrete variables in standardized situations.

Other Qualifications – Possesses thorough knowledge of cleaning supplies and equipment; sufficient knowledge of English to understand instructions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk; use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to climb or balance and stoop, kneel, crouch or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high precarious places; extreme cold; extreme heat; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.