



West Kern Community College District

Human Resources

29 Cougar Court

Taft, CA 93268

661-763-7805

www.taftcollege.edu

Classified Employment Opportunity

Application Deadline: Continuous Recruitment

Class B Driver Pool – Temporary Position

Classified Salary Schedule Range 10 ~ \$15.67-20.00 per hour in six steps.

GENERAL INFORMATION

Taft College is a single-campus district in Kern County. Taft is located in the foothills at the southwestern edge of the San Joaquin Valley just 35 minutes west of Bakersfield, two hours north of Los Angeles and two hours from California’s central coast. The Taft area is home to 18,000 residents and numerous companies who enjoy friendly neighbors, temperate climates and bustling economy. Cultural and recreational opportunities include the West Kern Oil Museum, Carrizo Plain National Monument, Tule Elk State Reserve and the Buena Vista Aquatic area. Residents enjoy a reasonable cost of living along with affordable housing and good schools.

The college is a designated Hispanic Serving Institution (HSI) with unique programs in Energy Technology, Engineering, Dental Hygiene and STEM-related disciplines. Taft College’s Full Time Equivalent Students are over 2,600 with an average class size of 20. The District has a diverse student body that is 55.9% Hispanic, 31.6% White, 6.2% Black, 2.2% Mixed Race, 1.7% Asian, 1.1% Filipino, 0.7% Native American, 0.4% Unknown and 0.3% Pacific Islander.

The college has 61 full-time faculty, 101 adjunct faculty, 137 classified staff, 25 classified administrators and 7 certificated administrators.

DEFINITION

Be able to safely drive a 25 passenger van or bus for purposes of transporting students and student/athletes to athletic events and field trips.

DUTIES AND RESPONSIBILITIES

The following duties are typical of those performed by employees in the classification, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.

Transport staff and students as assigned.

Observes all rules and regulations as required by the Department of Motor Vehicles, and West Kern Community College District, when operating District vehicles.

Ability to work efficiently and effectively with all campus groups including staff and students.

Equal Employment Opportunity

The West Kern Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District’s policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities, and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas.

Application materials are available in the HR Department, on our website under Jobs and EdJoin.

Websites:

www.taftcollege.edu

www.edjoin.org

Human Resources Department

Hours:

Monday-Thursday

7:30 a.m. – 5:00 p.m.

Friday

7:30 a.m. – 4:30 p.m.

MINIMUM QUALIFICATIONS

This position requires a high school diploma or equivalent. Possess a valid Class B license with passenger endorsement, current medical certification with no restrictions, acceptable driving record that meets the District's standards and verified through a current Motor Vehicle Record (MVR) and evidence of appropriate automobile insurance based on DMV regulations. Employees must be insurable by the District's insurance carrier while employed in this classification. Demonstrate the sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

PHYSICAL REQUIREMENTS

Moderate to heavy physical effort which may include frequent sitting, standing, walking and occasional climbing or stooping; periodic lifting or moving of moderate to heavy parcels, machines, or student and/or wheelchair equipment up to 50 pounds. Indoor/outdoor work environment; some exposure to hazardous chemicals, equipment and materials.

Reasonable accommodations will be made for candidates and employees with physical disabilities.

PAY RANGE

Range 10 on the Classified Employees Salary Schedule/ Non-Exempt.

HOURS AND TERMS OF EMPLOYMENT

This position is on an as-needed basis which may include evenings, weekends, holidays and may require overnight stays.

CONDITIONS OF EMPLOYMENT

Employment with Taft College is not complete or official until applicants meet all pre-employment requirements. Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a recognized U.S. credential evaluation service. Offers of employment are contingent upon Board of Trustees approval. All new employees are required to submit official transcripts, proof of freedom from tuberculosis, and proof of eligibility to work in the United States. Employees must sign an Oath of Office and submit fingerprints for CA Department of Justice clearance. Taft College reserves the right to modify or rescind this job announcement at any time.

APPLICATION PROCEDURE

To be considered for review, applicants must submit the following application materials:

1. A completed West Kern Community College District classified application or EdJoin online classified application.
2. A cover letter outlining your education and experience relevant to this position.
3. A current resume.
4. Copy of a current, within 6 months, H-6 DMV printout.

Application forms may be obtained from www.taftcollege.edu.

Paper applications need to be hand delivered or mailed to: Taft College Human Resources Department
29 Cougar Court
Taft, CA 93268
Telephone: 661-763-7805
Email: tcjobs@taftcollege.edu

Classified online application submission: www.edjoin.org

Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.

APPLICATION DEADLINE

Continuous recruitment. It is the applicant's responsibility to ensure that all application materials are completed and received. Application materials must be mailed, hand delivered, or e-mailed. Emails must be followed by original documents. All application materials that are complete at that time will be forwarded to the screening committee. Incomplete application materials may not be reviewed.

INTERVIEW

A candidate selected for an interview will be required to visit Taft College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

MISSION STATEMENT

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable environment defined by applied knowledge leading to students' achievement of their educational goals.

Applicants who are protected under the Americans with Disabilities Act and who, are due to a Disability, require accommodations for completing the application process, testing, (if required for the position), or the interview, should notify the Human Resources Department 10 working days before the accommodation is required.