

California Vendors Policy Committee

A statutorily Established Committee Representing Blind Vendors

Is accepting applications for the position of:

Executive Secretary

Salary Range: \$5,661 - \$5,831 (position subject to Furlough Program)

This position is located in Sacramento at the Department of Rehabilitation. The position operates under the direction of the Deputy Director of Specialized Services, in consultation with the Chairperson of the California Vendors Policy Committee, a statutorily established committee that represents Blind Vendors that operate businesses throughout the state, participating in the Department of Rehabilitation's Business Enterprises Program.

The Executive Secretary monitors changes in laws or regulations that affect the blind vendor program, advises the Committee on major policy and program issues, assists the Committee in strategic planning, and acts as a special advisor on all issues considered by the Committee. Duties also include acting as a liaison between the Committee and the Department of Rehabilitation.

The Executive Secretary is required to assist the Committee and the Chairperson in the conduct of its open meetings in accordance with all relevant laws, regulations, bylaws and appropriate parliamentary procedures. The position must also provide assistance to the Committee on a broad range of issues that include, but are not limited to, marketing and promotion of the vendors businesses, contract analysis and bid proposal evaluation.

Interested candidates should submit a letter of interest and resume by **email only** no later than 5:00 P.M. on **JANUARY 25, 2010**, the final filing date, to jdooley@dor.ca.gov.

For questions please contact Jean Dooley (916) 558-5815

This is an exempt position that will be filled by a Governor's appointment. Representatives from the Department of Rehabilitation and the California Vendors Policy Committee will collaborate to identify excellent candidates to send forward to DOR's Directorate. The Directorate will then forward a name(s) to the Governor's Office through the California Health and Human Services for consideration.

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