

CALIFORNIA CONSERVATION CORPS**Administrative Services Division**1719 24th Street, Sacramento, CA 95816

(916) 341-3189 FAX (916) 324-3454

www.ccc.ca.gov

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

TDD users contact the California Relay Services TDD line at 1-800-735-2929, voice line at 1-800-735-2922

EXEMPT ANNOUNCEMENT FOR ASSISTANT DIRECTOR, EXTERNAL AFFAIRS

Salary Range: \$5594 - \$5831

Final Filing Date: February 23, 2012

POSITION DESCRIPTION

Under the general direction of the Director of External Affairs, the incumbent works independently performing the following duties:

- Identifies and advances strategic initiatives and partnerships with federal, state, local and non-profit agencies and organizations for the purpose of developing natural resource and energy conservation projects that provide skills training opportunities for CCC corpsmembers and generate reimbursement funding for the CCC.
- Develops and writes concept, grant, and other funding proposals in coordination with partner organizations including other conservation corps and relevant CCC administrative and field operation units.
- Makes presentations and prepares reports as needed for partners and funders as well as internal use.
- In cooperation with the CCC Foundation, develops private sector partnerships with individual donors, alumni, businesses, major non-profit organizations and foundations to enhance and expand corpsmember opportunities.
- Develop an alumni program to assist with job opportunities for graduating corpsmembers; connect CCC alumni to each other; encourage public support for the CCC.
- Assist the CCC with other external affairs projects as needed including communications and public information as well as legislative affairs.

The young women and men of the Corps work hard protecting and restoring California's environment and responding to disasters, becoming stronger workers, citizens and individuals through their service.

DESIRABLE QUALIFICATIONS

Knowledge of the organization and functions of California state government including the organization and practices of the Legislative and Executive Branch; principles, practices, and trends in public administration; techniques of organizing and motivating groups; program development; excellent written and verbal communication and negotiation skills; public relations, analytical, decision making and time management skills; skills in developing partnerships and increasing resources available to the CCC; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-level management and advise them on a wide range of administrative and other matters; recognize and understand the political environment and consequence of actions; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches of the Legislature; influence the actions of others on sensitive issues; increase and/or develop additional resources available to the department through leverage of external agencies, both governmental and non-governmental; analyze complex problems and review reports.

Personal Characteristics: Integrity, initiative, dependability, tact, flexibility, sound judgment, and good interpersonal skills.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678)
- A "Statement of Qualifications". The Statement of Qualifications must consist of a description (outlined, narrative, or bullet points) of your education, training, and experience as they relate to the position description and desirable qualifications.
- The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and **NO MORE THAN THREE PAGES IN LENGTH** with a font size of at least 10.
- Resume

All interested applicants may submit the State Application, Statement of Qualifications and resume to:

**California Conservation Corps
Exam Unit
1719 – 24th Street
Sacramento, CA 95816**

Questions regarding this position may be directed to Martha Diepenbrock at (916) 341-3105 or Martha.diepenbrock@ccc.ca.gov