

California Vendors Policy Committee

A statutorily Established Committee Representing Blind Vendors

Is soliciting applications for the position of:

Executive Secretary

Salary Range: \$5,661 - \$5,831

This is an exempt position located in Sacramento at the Department of Rehabilitation. This 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 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 **APRIL 8, 2009**, the final filing date, to jdooley@dor.ca.gov.

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

The position is an exempt position that will be filled by a Governor's appointment. The Committee will screen applications and interview the most qualified applicants. Recommendations of the Committee will be forwarded to the Governor for his consideration.

Release date: March 18, 2009

