

PLEASE CIRCULATE AND POST

State Board of Education



JOB ANNOUNCEMENT

POSITION: Special Assistant to the Executive Director (EXEMPT)
LOCATION: 1430 N Street, Sacramento, CA
SALARY: \$4,300 – \$5,000/month

DUTIES:

Under the direction of the Executive Director of the State Board of Education (SBE), the Special Assistant is responsible for providing direct, high-level secretarial and analytical support to the Executive Director, Deputy Executive Director, and SBE Executive Staff. The Special Assistant will be responsible for independently composing letters, memos, and reports; researching, gathering, and organizing data and informational material; assisting the Chief Counsel, as needed, with preparation of legal documents and research; working with other administrative staff to create and implement computer-based management information systems; establishing office procedures and operating systems; and assisting the Executive Director with organization and maintenance of materials and files, routing assignments to SBE staff, and other routine procedures. The Special Assistant is also responsible for maintaining the Executive Director and Deputy Executive Director's working schedules and speaking engagement calendars; directing and coordinating with other administrative and executive staff the preparation and collection of materials for presentations and Board meetings; arranging travel schedules; and other duties as required.

DESIRED QUALIFICATIONS:

- At least two years of experience working with a high-level executive
- Possession of a bachelor's degree; background in education preferred
- Ability to function effectively in a high-stress, fast-paced environment
- Good organizational skills; ability to complete complex, multi-step tasks
- Strong writing and verbal communication skills
- Ability to maintain confidentiality
- Proficiency in Microsoft Word, Excel, and Outlook

WHO MAY APPLY: Individuals who possess the knowledge, skills, experience, and education described above. This position is a Governor's appointment and is exempt from civil service. No civil service eligibility is required.

HOW TO APPLY: Submit a Cover letter, Resume, and State Application (Form 678) to:
Patricia de Cos, Deputy Executive Director
State Board of Education
1430 N St., Suite 5111
Sacramento, CA 95814
Telephone: 916-319-0702

FINAL FILING DATE: May 11, 2010

California Relay (Telephone) Service for the Deaf or Hearing Impaired: TDD Phones 1-800-735-2929 Voice Phones 1-800-735-2922

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