



DEPARTMENT OF GENERAL SERVICES OFFICE OF PUBLIC SCHOOL CONSTRUCTION

Employment Opportunity

Position: Assistant Executive Officer - State Allocation Board
(Exempt) Full Time
Salary: \$7984 to \$8634 per Month

Final Filing Date:

The State Allocation Board (SAB) is currently recruiting for an executive level professional for the position of Assistant Executive Officer.

Under the direction of the SAB, the incumbent will perform the following duties:

- Provide an independent resource and assistance with legislation and policy for SAB members.
- Brief the SAB members on issues within the Office of Public School Construction (OPSC), the SAB Implementation Committee, and other stakeholders' interest in the SAB directed programs.
- Assist the OPSC in the development of policy and implementation of the various State school programs.
- Represent the SAB before public agencies and stakeholder groups at the direction of the SAB.
- Consult with and advise the Executive Officer and Deputy Executive Officer of the OPSC on matters related to implementation of the various State school programs and of all activities undertaken on behalf of, and at the direction of, the SAB.
- Chair the SAB Implementation Committee to facilitate the deliberation and development of recommendations to be presented to the SAB.

Desirable Qualifications:

The candidate for the position of Assistant Executive Officer should have:

- A strong background in public policy with specific experience in the School Facility Program, including school construction funding or comparable experience.
- Strong leadership talents and the ability and willingness to develop collaborative working relationships with school construction organizations, school district representatives and other governmental and non-governmental agencies.
- Recognized knowledge, skills and abilities to collaborate with the DGS/OPSC to provide the SAB with high standards of customer service, while ensuring compliance with regulations, assistance with legislation and policy development and implementation.
- The ability to interact with the SAB members, legislative and administrative representatives, and other interested parties in the State School Facility Program, as well as create effective solutions and maintain positive working relationships; resolve conflicts and mediate diverging interests as needed.
- The ability to represent the SAB before members of the Legislature, advisory and constituent groups.
- A Bachelor's Degree from an accredited four-year university, with concentration in the political science, construction management, public administration, education, architecture, city and regional planning, or related field. A graduate degree is a plus. (Experience may be substituted for education.)
- Excellent writing, analytical and verbal skills.
- Experience with the legislative process and in analyzing legislative bills.
- Exercise a high degree of initiative and flexibility.

Where to Apply: Interested candidates should submit a State application (Std, 678), resume, writing samples, five work-related references, and a cover letter by **6/20/2011** to:

**Department of General Services
Office of Public School Construction
Rebecca Peters, Human Resources
707 3rd Street, 1st Floor
West Sacramento, California 95605**

All applications will be screened and only the most qualified candidates will be asked to attend interviews with the SAB. Candidates may be asked to complete a series of written responses for further evaluation. References will not be contacted until mutual interest has been established. Travel expenses for these interviews are the responsibility of each candidate. For further information regarding the Office of Public School Construction and the State Allocation Board, visit our web site at www.opsc.dgs.ca.gov. If you have any questions or would like to discuss this dynamic opportunity to serve the SAB, please contact Ms. Rebecca Peters, Human Resources at (916) 375-4798.