

JOB ANNOUNCEMENT



CALIFORNIA
DEPARTMENT OF
EDUCATION

POSITION: Office Services Supervisor II (General)
UNIT/PC#: 199 020 1150 001
TENURE: Permanent
TIME BASE: Full Time
LOCATION: 39100 Gallaudet Drive Fremont, CA 94538
SALARY: \$3,087.00 - \$3,866.00

DUTIES: Under the direction of the Director, the Office Services Supervisor II is the supervisor of the clerical support services staff, coordinator of the Admissions and Training Office, and office manager. As supervisor of the clerical unit, responsibilities include planning, organizing and directing clerical support staff in performing functions including word processing center, telephone reception, public information counter, mail operations, data base entry, student files, record management and desktop publishing. The incumbent supervises, trains, provides technical assistance and evaluates the performance of clerical support staff and janitorial staff.

Minimum Qualifications

- Possess good interpersonal skills
- Ability to prioritize work assignments
- Maintain and update student records, monitor and update databases
- Prepare public relation materials, including brochures, handbooks, web-based applications
- Prepare correspondence, reports, and charts for review using a variety of software programs.
- Maintain purchase orders, and vendor data records
- Perform other duties and tasks as required.

Desirable Skills

- Strong personal computer skills working Microsoft Word; Desktop Publishing; Access
- Ability to work as a member of a team or independently.
- Ability to work within time constraints in preparation of monthly reports.
- Ability to communicate effectively, both verbally and in writing.
- Knowledge of office procedures.
- Ability to manage a high productive office and staff
- Excellent organizational skills, including the ability to set priorities and take initiative.

Who May Apply

Individuals who have list eligibility, are in a class transferable to, or have reinstatement rights for this class. All applicants must clearly indicate basis of their eligibility in Box 1 on the standard State Application Form STD 678. Employment provisions as outlined by the Department of Personnel Administration's State Restriction of Appointment (SROA) policy prevail. In addition, current or future executive orders relative to filling vacant positions may also affect this process. Applications will be screened and only the most qualified will be interviewed

HOW TO APPLY: Submit a State Application (Form 678) to:
Diagnostic Center North, Robin Zane, Director
39100 Gallaudet Drive
Fremont, CA 94538
(510) 794-2500, FAX (510)794-2513

APPLICATIONS MUST BE RECEIVED BY: August 4, 2016

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.