


Job Posting

DEADLINE: OPEN UNTIL FILLED

 <p>Tri-Valley ROP 1040 Florence Road Livermore, CA 94550 (925) 455-4800</p>	<p>CONFIDENTIAL POSITION ANNOUNCEMENT</p>
<p>Tri-Valley Regional Occupational Program</p>	<p>Assistant to the Superintendent</p>

TITLE:	Assistant to the Superintendent (Confidential)
WORK YEAR:	1.0 FTE for 240 days over 12 months
LOCATION:	Tri-Valley ROP District Office
DATE POSTED:	May 4, 2020
STARTING DATE:	July 1, 2020
SALARY RANGE:	\$86,661.85 - \$101,608.32, salary based upon a combination of education and experience, additional stipend for AA/AS Degree or BA/BS Degree.
APPLICATION PROCEDURE:	If you believe you are qualified for this position and are interested in applying, please email a classified application (available at https://www.tvrop.org), letter of interest, resume, and three current professional letters of reference to: jobs@tvrop.org , Edjoin.com or mail to: Human Resources, Tri-Valley ROP, 1040 Florence Road, Livermore CA 94550, by May 22, 2020 by 4:00 p.m. Applications will be reviewed and those candidates whose training and experience most closely match the requirements will be invited for an interview, which may include a pre-interview assessment.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

DESCRIPTION/DEFINITION:

Under the direction of the Superintendent or Superintendent Designee, provides confidential administrative support of a wide and complex nature to the Superintendent and Board of Trustees. Serves as liaison with all levels of staff in departments, school districts, agencies, and the public. Implements procedures to ensure efficient organization and communication and interprets/implements policies and regulations to officials, staff and the public.

DESIRED QUALIFICATIONS:

The qualifications listed below are representative of the knowledge, skills and abilities required to perform the essential duties and responsibilities of the position.

- Knowledge of TVROP policies and procedures
- Ability to implement the procedures and objectives of the Superintendent's Office
- Familiarity of Educational Board Agendas, Meeting Procedures and Brown Act
- Experience with Education Code research, laws, rules and regulations pertaining to schools, and joint powers agencies, as it pertains to Governing Boards
- Advanced secretarial and administrative methods
- Supervision, training and work direction
- Expert computer and office systems management including Microsoft Word, Excel and PowerPoint, Google Suite, and Board Agenda software
- Prepare and maintain reports, records and files pertaining to new employee paperwork, selection of benefits, credentialing, and workers' compensation claims/paperwork
- School business and accounting principles
- Personnel rules and regulations
- Effective interpersonal skills

DESIRED QUALIFICATIONS continued:

- Communicate effectively, orally and in writing
- Plan and organize meetings, programs, activities and other events as necessary
- Take and transcribe minutes of official meetings and conferences as directed
- Communicate effectively and diplomatically with the public, Board, member districts and staff
- Organize and administer the official activities of the Superintendent or Superintendent Designee and/or Governing Board
- Prioritize and schedule work effectively and efficiently
- Organize and coordinate office and professional activities
- Work with accuracy, attention to detail and within time limits

EDUCATION AND/OR EXPERIENCE:

The following requirements demonstrate possession of the minimum knowledge, skills, and abilities necessary to perform the duties of the position.

- Associate's degree or equivalent in business administration, public administration or a related field.
- Minimum five (5) years related experience including increasing administrative and supervisory responsibility, which has included the exercise of independent judgment, preferably in an educational setting.
- Excellent work history, verifiable reliability, responsibility, interpersonal skills and work habits.
- Valid California Motor Vehicle Operator's License

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit, stand, talk, and hear. The employee is frequently required to use hands to grasp, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The individual in this assignment shall work some evenings to fulfill Governing Board meeting and other responsibilities. While performing the duties of this job, the employee regularly works in indoor conditions and regularly works with video display. The employee is occasionally exposed to outside weather conditions and uses personal vehicle, and may occasionally on weekends. The noise level in the work environment is usually moderate.

Any offer of employment is subject to criminal history check and TB clearance. TB clearance and Fingerprint clearance by the Department of Justice for the Tri-Valley ROP must be received prior to employment.

Benefits: Dental required at employee expense; Vision offered at employee expense; Medical coverage not available, Section 125 plan benefits; disability insurance, cancer insurance, life insurance, 403(b) annuities, accident and critical illness insurance
Public Employees' Retirement System

DISQUALIFICATION:

Any applicant who either directly, or indirectly, contacts individual board members with the intent of influencing the final outcome of this process will disqualify themselves as a candidate.

Tri-Valley Regional Occupational Program is an Equal Opportunity / Affirmative Action Employer. The ROP is in compliance with Title IX of the Education Amendments of 1982 and does not discriminate on the basis of race, color, religion, ancestry, national origin, age (over 40 years), sex, marital status, medical condition (cured or rehabilitated cancer), or physical handicap in any of its programs, activities, or employment practices.