

CRC Part-Time Staff Services Manager (SSM) I

| % time performing duties | The duties and responsibilities assigned to the position |
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| 35% | <p>ESSENTIAL FUNCTIONS</p> <p>Works closely with the Commission Chair and/or Vice Chair in all matters to manage and support the operations of the Citizens Redistricting Commission. Acts as liaison with the Governor's Office, the Legislature, various federal, state, and local governmental agencies, government agency secretaries, department directors, and the private sector regarding Commission meetings, programs, and activities.</p> <p>Manages the fiscal operations of the Commission</p> <ul style="list-style-type: none"> ▪ Develops and monitors the budget and financial management, including developing and negotiating with Department of Finance budget change proposals; ▪ Manages and maintains internal accounting and administrative controls; ▪ Maintains accurate accounting records and exercises control over purchases and other expenditures; ▪ Gathers data and provides accounting and budget-related reports, for example, projected and actual costs for goods and services, year-to-date personnel costs, etc., and ▪ Reviews budgetary impact of purchase estimates and contracts. <p>Manages the business operations of the Commission</p> <ul style="list-style-type: none"> ▪ Tracks and ensures proper reporting (FPPC, mandated training, etc.); ▪ Evaluates and manages staffing needs, including the selection, hiring, supervision, development, planning, and work assignments consistent with DPA and SPB rules and regulations, and performs the full range of management and supervisory duties for Commission staff; ▪ Coordinates and negotiates with DGS, SCSA, and additional state agencies as needed for contracted services |
| 30% | <p>Acts as the public and media contact in support of commission meetings and communications:</p> <ul style="list-style-type: none"> ▪ Coordinates with Commission Chair (or their designee) regarding email communications to specific parties, email lists, and to the press corps for press releases and commission informational communications. ▪ Responds to questions, concerns and complaints from the public and/or media related to Commission authority and activities ▪ Ensures procedures for accepting and posting public comments and meeting materials are performed according to legal requirements; ▪ Responds to inquiries and concerns from citizens, interested groups and elected officials; ▪ Receives mail and responds or forwards to commission. <p>Responds to Public Record Act requests</p> <ul style="list-style-type: none"> ▪ Tracks requests and responds within mandated periods; ▪ Consults with legal staff as necessary ▪ Evaluates budgetary cost and manages fiscal impact |

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| <p>25%</p> | <p>Provides primary support for the Commission’s website:</p> <ul style="list-style-type: none"> ▪ Maintains Commission website updating links and posting meeting related materials; ▪ Coordinates with vendors regarding live-streaming of commission meetings and posting of video and audio records of meetings; ▪ Responsible for reviewing and posting all public comments and submissions to the website; <p>Provides primary support for the Commission’s IT needs including desktop needs and web-based communications:</p> <ul style="list-style-type: none"> ▪ Develops instructions to commissioners (and any applicable staff) for accessing and using on-line services including email. ▪ Maintains Commission email including acting as accounts administrator, managing email accounts, and assisting commissioners (and any applicable staff) with issues. ▪ Provides user-level help and assistance on software and PC-related issues (loading software, software issues, etc.). |
| <p>10%</p> | <p>Ensures that the supplies and equipment best suited to meeting the needs of the Commission are obtained and available and ready for use:</p> <ul style="list-style-type: none"> ▪ Evaluates staff and commissioner needs in relation to operational and fiscal concerns in identifying optimal supplies and equipment for purchase. ▪ Receives, stores, and cares for commodities purchased or produced for the use of the commission; ▪ Coordinates purchases and contracts with DGS Procurement and DGS Office of Legal Service (OLS). <p>MARGINAL FUNCTIONS</p> <p>May be called on during evening and weekend hours to post notices or links on website and monitors the transmission of the live feed of Commission meeting.</p> |
| | <p>KNOWLEDGE, SKILLS AND ABILITIES</p> <p><i>Knowledge of:</i></p> <ul style="list-style-type: none"> ▪ Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; ▪ principles and practices of employee supervision, development, and training; ▪ program management, basic concepts related to contracting, procurement, and related accounting practices <p><i>Skill at:</i></p> <ul style="list-style-type: none"> ▪ Management ▪ Written and oral communication ▪ Policy and technical analysis ▪ Organizing and motivating groups ▪ Program development and evaluation ▪ Personnel management ▪ Update website links and post meeting related materials to a website (audio/video files, PDF docs, etc.), <p><i>Ability to:</i></p> <ul style="list-style-type: none"> ▪ Develop cooperative working relationships with representatives of all levels of government, the public, all stakeholders, and the legislative and Executive Branches. |

- Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems;
- develop and evaluate alternatives;
- consult with and advise commission or other interested parties on a wide variety of subject-matter areas;
- gain and maintain the confidence and cooperation of those contacted during the course of work;
- establish and maintain project priorities;
- develop and effectively utilize all available resources
- Present statements of fact and argument clearly and logically in written and oral form.
- Prepare, review and edit reports
- Multi-task
- Build consensus and foster collaboration
- Work independently
- Develop strong professional relationships
- Recruit and hire qualified staff

➤ **DESIRABLE QUALIFICATIONS**

Familiarity with some or all of the following is preferred:

- Word Press
- JavaScript, HTML, and CSS programming
- Secure File Transfer Protocol
- Adobe Photoshop CS3 or higher
- Adobe Illustrator CS3 or higher
- Adobe InDesign CS3 or higher
- Adobe Dreamweaver CS3 or higher
- Microsoft Word & Excel 2010
- Configuration and management of mobile devices;
- Windows XP and 7;
- Anti-virus software
- Hardware and software installation and troubleshooting

The ability to perform some or all of the following is preferred:

Ability to:

- Standardize, validate, and optimize html, images and cascading style sheets (CSS);
- Convert content in various formats (i.e. MS Word, etc.) to appropriate web formats (i.e., PDF, etc.);
- Copy content to/from various locations via secure file transfer protocol (SFTP.);
- develop, design and maintain web pages using strict XHTML1.0 and CSS that are WCAG 2.0 Level AA compliant, using a free web authoring tool or Adobe Dreamweaver; validate web pages and cascading style sheets according to W3C standards;
- optimize web pages, images and JavaScript for maximum quality and optimal performance;
- Set up, configure, and maintain streaming video servers.

Knowledge of or experience working with some or all of the following is desirable:

- Legal requirements related to commissions (open meeting laws; fppc rules; etc.)
- The suite of applications available via Google Apps
- Google mail and calendaring
- Understand cloud technologies and concepts.
- ADA Compliance Concepts and Practices (WCAG 2.0)

- W3C standards
- IT help or support or related customer service
- Knowledge of purchasing methods, regulations and procedures as prescribed by the State Department of General Services;
- Knowledge of contract management;
- Knowledge of State of CA Personnel rules and practices as related to employee recruitment, selection, and benefits;
- Ability to effectively apply the principles of purchasing, contract management, personnel management and supervision;
- Ability to plan, direct and organize the procurement and services functions of the Commission;
- Basic knowledge of State Budget process.

SPECIAL PERSONAL CHARACTERISTICS

- Self-starter
- Well-developed business interpersonal skills
- Highly flexible and able to handle stress
- Able to work with short, strict timelines under pressure

INTERPERSONAL SKILLS

- Interact successfully in a team and a public environment.
- Communicate successfully in a diverse community.
- Communicate effectively with members of the public from varied experiences, perspectives and backgrounds, which may involve some exposure to hostile opinions or adversarial behavior.
- Deal with members of the public in a tactful, congenial, personal manner so as not to alienate or antagonize them.
- Interact with all levels of an organization (internal and external) in a professional and congenial manner