



SALARY and BENEFITS:

- \$56,000 to \$70,000 per annual contract term

This is a contract position and the incumbent will serve at the pleasure of the appointing authority. The salary and benefits package associated with this contract position is negotiable.

APPLY BY: 5pm – November 21, 2011

THE POSITION:

The San Bernardino County, Department of Public Health, is recruiting for a Contract - Planning Council Liaison to plan, organize, direct, facilitate, complete, and evaluate all legislative requirements relating to the mandated functions of the Inland Empire HIV Planning Council (IEHPC), including function as the IEHPC's expert on all relevant policy, conduct all fiscal/program data analysis, process all travel and reimbursement claims, assist in annual budget development and management, and supervise clerical support.

MINIMUM REQUIREMENTS:

Experience: Two (2) years of highly responsible, complex organizational experience in support of a board or commission (*or similarly functioning decision-making body*) in a public, private, or non-profit organization where duties included facilitating the body's completion of specific funding and/or program requirements; monitoring the work of the body to keep it on task, serving as expert on relevant policy and law to inform the body's decision-making; collecting, analyzing, and reporting data and information to inform the body's decision-making; assisting in development and monitoring of budgets, generating fiscal reports, experience in negotiating the body's competing needs, and supervision of clerical staff.

Working knowledge of the Microsoft Office suite including Word, Excel, PowerPoint, and Outlook is preferred.

SELECTION PROCESS:

The selection process will be based on 1) a resume review, 2) a review of the answer to the supplemental question, 3) a review of the writing sample, and) an oral interview.

APPLICATION PROCESS:

The information you provide will be used to verify and evaluate your job qualifications. Failure to submit the required documentation by the noted deadline as delineated below will result in elimination from the review process.

REQUIRED:

Section 1. Resume: All applicants will submit a current resume that details relevant experience necessary to meet minimum requirements as demonstrated above.

Section 2. Question: All applicants will provide a response to the following question.

- In 2 pages or less, double spaced, on standard 8.5 by 11 inch paper, no less than 12 font:

How has your current knowledge and/or experience prepared you for the role of Contract - Planning Council Liaison?

Section 3. Writing Sample: All applicants will submit a writing sample, produced solely by the applicant that demonstrates the applicant's ability to communicate in a professional, coherent, and organized manner. Sample is not to exceed 5 pages and may be a work product; e.g. report, business letter, position paper, etc.

Submit electronically (or in hard copy if unable to submit electronically) to:

Attention: Martha Ocampo-Ruiz, Secretary to the San Bernardino County Health Officer
Address: Department Of Public Health Administration
351 N. Mountain View 3rd Floor
San Bernardino, California 92415-0010
Email: mocampo@dph.sbcounty.gov

October 20, 2011