

YES Co. Budget and Marketing Supervisor, Vacancy CL-293-16

DEADLINE DATE: 03/16/2017 - 5:00 PM PST



WARNING!
Read the entire position announcement for important details and information to prevent your application from being disqualified

Date Posted:

3/10/2017

Application Deadline:

3/16/2017 5:00 PM Pacific

Employment Type:

Full Time

Length of Work Year:

261 days/year, 5 days/week, 8 hours/day (8:00 AM - 5:00 PM)

Salary:

\$33.70 - \$40.91/HR (Range 39, Classified Management – Salary Schedule)

Number Openings: (At time of posting)

1

Contact: Elaine Jones **Email:** ejones@stancoe.org **Phone:** (209) 238-1615

PROGRAM:

YES Co. Educational Options

LOCATION:

142 N. 9th St. Suite 8, Modesto CA

PREVENT YOUR APPLICATION FROM BEING DISQUALIFIED:

Screening is based on information provided on the application (Resumes are not reviewed for min. screening.) READ the position announcement carefully! Complete the application THOROUGHLY and be SPECIFIC. AVOID USING "VARIES," "ON CALL," "SEE RESUME" OR SIMILAR VAGUE LANGUAGE. GIVE DETAILED INFORMATION. Avoid using a range for the number of hours worked per week.

FOR ASSISTANCE WITH YOUR ED-JOIN APPLICATION:

Applicants experiencing difficulty submitting your Ed-Join application or attaching documents, may contact the EDJOIN HELP DESK AT 1-888-900-8945 Monday – Friday from 8:00 AM – 5:00 PM

SCOE INTERNAL APPLICANTS:

You are now required to apply on Ed-Join. Refer to Internal Application Process located on the Employee Intranet under Forms, Human Resources for Internal Application Process Instructions.

CHECK YOUR E-MAIL :

ALL APPLICANTS will be notified by E-MAIL of the status of their application after the screening/interview process. Check the e-mail account listed on your Ed-Join Application.

Requirements for Applying

Ed-Join Application.

ADDITIONAL DOCUMENTS: The following documents are not required at the time of application but will be required of the selected applicant prior to employment: Department of Justice Fingerprint clearance, Tuberculosis Skin Test clearance & Pre-Employment Physical/Drug Screen clearance.

BASIC FUNCTION: Under the direction of the Assistant Superintendent or designee of the YES Company, supervises and participates in the work of support staff engaged in performing YES Company budget and marketing operations and special project support; plan, organize and coordinate the day-to-day fiscal operations; responsible for budget development and accountability, budget monitoring, accounting, financial reporting, and indirect cost recovery functions related to State and local grants and contracts for the county. Works with the Theatrical and Artistic Director and Program Coordinator of YES Company to develop, distribute marketing materials, facilitate and coordinate the creation of lobby's for all productions including product inventory and availability. Act as the Liaison for Friends of YES (FOY) including chairing meetings, organizing volunteers for the lobbies, Fourth of July parade and all YES Company student activities. Train, evaluate and supervise the performance of assigned personnel. **EDUCATION & EXPERIENCE:** Any combination equivalent to bachelor's degree in accounting, business management or a related field and four years increasingly responsible budget and special project experience. Theater experience preferred.

LICENSE & OTHER REQUIREMENTS: Valid California driver's license and proof of insurance.

BENEFITS: A Benefit Entitlement for health, dental and vision coverage is available for positions that are at least 4 hours per day. The amount of the entitlement is based on the number of hours worked per day.

APPLICATION PROCEDURES: Application will not be considered unless completed in full. If the application does not provide enough space for your work history, you may include an attachment with additional work history information. **USE SAME FORMAT AS THE WORK HISTORY SECTION ON THE APPLICATION.** Applicants should carefully identify & describe all information relating to their qualifications for the position. (Meeting the minimum qualifications for a position does not assure the candidate of an interview.) Screening is based on information provided on the application. We do not refer to your resume when screening. **APPLICANTS REQUIRING ASSISTANCE OR HAVING DIFFICULTY SUBMITTING THEIR ON-LINE APPLICATION MAY CONTACT THE ED-JOIN HELP DESK AT (888) 900-8945 Monday - Friday, 8:00 AM – 5:00 PM FOR ASSISTANCE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION, AMERICANS WITH DISABILITIES ACT EMPLOYER**