

# Chief Administrative Office

## CAREER TRANSFER OPPORTUNITY



RESTRICTED TO PERMANENT EMPLOYEES OF LOS ANGELES COUNTY

### **PROGRAM SPECIALIST I, CAO**

(Immediate opening in the Service Integration Branch)

**Monthly Salary Range: \$3,938.82 - \$4,892.00**

The Chief Administrative Office is seeking an experienced, skillful, and creative individual for a grant-funded position in the Office of Child Care Section of the Service Integration Branch.

This position reports to the Section Head, and coordinates activities related to the Los Angeles County Centralized Eligibility List (CEL) for subsidized child care, including outreach to California Department of Education (CDE) funded agencies and outreach to inform families needing subsidized child care.

#### **Desirable Qualifications:**

- Bachelor's of Arts/Science degree in any area;
- Two year's experience in conducting public outreach activities;
- Strong written and oral communication skills;
- Ability to multi-task;
- Strong team work and interpersonal skills to coordinate projects and reports as well as facilitate meetings with multiple County departments and outside agencies;
- Strong working knowledge of Microsoft WORD, EXCEL, and ACCESS type databases; and
- Bilingual English/Spanish.

#### **Desirable Experience:**

Individuals interested in applying for this position should have at least two (2) year's of experience in a staff capacity analyzing and making recommendations for the solution of organizational, program procedure, and/or budget problems at the level of Administrative Assistant II, or equivalent.

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### Who to Contact:

Interested individuals should submit a resume detailing relevant experience and education, a writing sample, two professional references, and copies of the last two performance evaluations. Resumes and supporting documents will be accepted through **Friday, September 29, 2006**. Materials should be sent to:

Laura Escobedo, Chief Program Specialist, CAO  
CAO - Service Integration Branch  
222 South Hill Street, 6<sup>th</sup> Floor  
Los Angeles, California 90012  
[lescobedo@cao.lacounty.gov](mailto:lescobedo@cao.lacounty.gov)

Resumes and supporting documents will be reviewed and **only** the most qualified candidates will be called for an interview.

***THIS IS NOT A BULLETIN FOR A CIVIL SERVICE EXAMINATION***