



EMPLOYMENT OPPORTUNITY
MANAGEMENT
DIRECTOR
FISCAL SERVICES

SALARY RANGE: Initial placement on salary schedule will be according to a combination of education and work experience ranging from **\$100,022 - \$120,508** annually. Typical placement is at step one.

CLOSING DATE: Open until filled,

MUST APPLY ONLINE: www.Edjoin.org

CONTACT: **North Orange County Regional Occupational Program**
385 N. Muller Street, Anaheim, CA 92801-5445

POSTED: April 19, 2018

Location/Hours: **Education Center/ 7:30 -4:30**

Position: **This is a full-time benefited position**

Basic Function:

Plan, manage, direct, organize, and control the fiscal operations and activities of ROP; prepare, develop, monitor and administer the ROP budget and related policies and controls; development and maintenance of accounts; direct payroll and accounting functions; development and revision of processes; provide financial analysis to the Superintendent and Board of Trustees.
(see job description for complete list of duties)

Instructions for Applicants:

Completed applications must be received through Edjoin.org by 4:30 p.m. by the posted screening date. Applicants may attach a résumé, letters of recommendation, certificates, or other materials relevant to the application; the application and any attached materials become the property of North Orange County ROP and will not be returned to the applicant.

North Orange County ROP reviews the applications submitted on a timely basis to select candidates who appear to possess the most extensive and relevant experience or abilities for the position. Not every candidate who meets the minimum qualifications will be interviewed. It is, therefore, important the application be thorough, detailed and clear. Current North Orange County ROP employees must submit an application and attach supporting documents. Interviews are normally conducted between two days and two weeks following the deadline to apply. Skills and job sample tests may be given as part of the interview process. **This recruitment is advertised as open until filled.** Therefore, the recruitment is subject to close without further notice. Candidates are encouraged to submit an application and supporting documents through Edjoin.org as soon as possible.

Non-Discrimination Statement:

North Orange County ROP is committed to ensuring equal, fair, and meaningful access to employment and education services and does not discriminate in any employment practice, education program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, marital status, medical condition, national origin, political affiliation, pregnancy and related conditions, race, religion, retaliation, sex (including sexual harassment), sexual orientation, Vietnam Era Veterans' status, or any other basis prohibited by California state and federal non-discrimination laws respectively.

NOTE: The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire. All new hires will be required to provide documentation to verify this status.