



LOS ALAMITOS UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

10293 Bloomfield Street ♦ Los Alamitos, CA 90720

Phone: (562) 799-4700 ♦ Fax: (562) 799-4712

www.losal.org

*An Equal
Opportunity
Employer*

CLASSIFIED EMPLOYMENT OPPORTUNITY

COMMUNICATIONS AND PUBLIC INFORMATION OFFICER

The Los Alamitos Unified School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, ancestry, ethnic group identification, marital/parental status, physical/mental disability, national origin, religion, age, sex, sexual orientation, gender/gender identity or expression or genetic information; the perception of one or more of such characteristics; or association with a person/group with one or more of these actual or perceived characteristics.

CURRENT POSITION DETAILS

- Full-time, 12 months per year
- Fringe Benefits package

SALARY

\$118,959 - \$137,181 annually

ISSUE DATE: 11/16/2021

APPLICATION DEADLINE: 12/20/2021

ORAL PANEL INTERVIEW: Between January 3 – 7, 2022

RECRUITMENT TYPE

Dual Certification - This employment opportunity is available to anyone who qualifies. A single eligibility list based on rank order will be generated from this recruitment. Current classified employees who qualify will be given seniority credit.

POSITION BENEFITS

Pay increases: The first pay increase occurs after 1 year upon successful completion of the one-year probationary period. Increases occur annually thereafter, until top step is reached.

Benefits: This position includes a fringe benefit package including medical, dental, vision, life insurance, mileage, sick leave, vacation, and paid holidays.

BASIC FUNCTION

Under the direction of the Superintendent, implement and manage a comprehensive communications, public information and community engagement program for the District. Provide strategic leadership and management of the District's communication and public information strategies and maintenance of community partnerships to create an enhanced understanding and awareness of the District's programs, services, special events and projects.

* **Complete Job Description** available at www.losal.org under Job Opportunities/Classified Job Descriptions.

MINIMUM QUALIFICATIONS

Education & Experience

- ✓ A Bachelor's Degree from an accredited college or university in public administration/relations, communications, journalism or related field.
- ✓ Three or more years of experience coordinating community relations, public information or corporate relations preferred.

Licenses and other Requirements

- ✓ Possess and maintain a valid California Driver's License (Class "C" minimum) and remain insurable at the standard insurance rate.

APPLICATION & EXAMINATION PROCESS

Application:

Complete a Los Alamitos Unified School District Administrator Application which can be accessed at www.losal.org under the Job Opportunities link. Completed applications and supplemental application questions must be submitted electronically via e-mail to Celeste Arellano at carellano@losal.org by December 20, 2021 at 4:00 pm (PST). Applications MUST be accompanied by the supplemental application questions or it will be considered incomplete.

NO PAPER APPLICATIONS WILL BE ACCEPTED!

Supplemental Application & Interview:

Applications may be screened to select the most qualified candidates. Following the screening of supplemental application questions, qualified candidates will be invited to the structured oral interview. Some classifications require you to pass a physical examination. This examination is at the district's expense and the appointment is not assured until you have passed this examination. **A practical/proficiency exam may be administered which shall be pass/fail.** Applicants must attain a passing score of 70% on each part of the examination in order to be placed on the eligibility list. Application & Examination details along with information about the merit system are available on the Los Alamitos USD Personnel Commission website at www.losal.org under Human Resources/Personnel Commission.

Candidates who successfully complete the recruitment will be placed on an eligibility list valid for six (6) months.