



## **OFFICE OF LAUSD BOARD MEMBER TAMAR GALATZAN JOB OPENING: CASEWORKER/SCHEDULER**

The Office of LAUSD Board Member Tamar Galatzan is looking for a Caseworker/Scheduler beginning in February 2010. This is an opportunity to work in the nation's 2<sup>nd</sup> largest school district and gain valuable experience in public service for an elected official while serving the needs of over 100 San Fernando Valley schools and their constituents.

**DEFINITION:** Assists staff in providing support for schools and manages Board Member's schedule, appointments, and meetings.

### **TYPICAL DUTIES**

- Handles phone and e-mail queries from public.
- Conducts research to resolve questions and complaints.
- Works with other Board offices as part of information-gathering and legislative duties.
- Interacts with various District departments to help prepare Board Member for Board meetings.
- When needed, prepares talking points and relevant materials for Board Member's public appearances.
- Contributes periodic articles to weekly electronic newsletter.
- Works daily with Board Member to coordinate her schedule.
- Handles advance for Board Member's public appearances, which includes coordinating parking, directions, and agenda.

### **QUALIFICATIONS**

- Experience in an elected official's office is helpful, though not required.
- Interest in public education.
- Ability to write clear, concise sentences.
- Working knowledge of state, federal, and municipal government.
- Strong oral communication skills.
- Ability to work well within a team.
- Strong understanding of MS Word, Excel, Outlook, and Publisher.

**EDUCATION:** Graduation from a recognized college or university with a bachelor's degree. Preferred majors: Communications, Political Science, or Public Administration.

**SALARY:** Low to mid \$30K range.

**CONTACT:**

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