

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: September 26, 2006

SUBJECT: RCTC Secretary

CATEGORY: Operations: Policy: Information: Personnel: X

INITIATED BY: Natalie Fatica, Coordinator of Human and Quality Resources

DESCRIPTION:

Due to the resignation of Susan Tatalone there is a vacancy in the RCTC office for a part-time secretary (S-3). ECTS recommends hiring Donna Ralston-Smolko as the RCTC secretary at the rate of \$11.81 per hour. This rate is the probationary rate as Classified Employees serve a probationary period of 90 days prior to recommendation for regular employment to the Operating Committee (Article I, Section 6).

RECOMMENDATION:

Motion to hire Donna Ralston-Smolko as RCTC secretary (S-3) at the rate of \$11.81 per hour.

RESUME

Donna-rae Ralston-Smolko
12401 Sharp Road • Waterford, PA 16441
(814) 796-2062

EMPLOYMENT HISTORY

Freelance Photographer and Graphic Artist

Current

Central Pennsylvania Institute of Science & Technology, Pleasant Gap, PA (formerly Centre County Tech. School)

9/95-9/05

Title: Instructor, Graphic/Visual Communications

Responsibilities: Instruct senior high school students and adult students in the field of graphic communications, including offset printing, silk-screen printing, photography, graphic design and desktop publishing software applications. The objective is to train students for immediate employment in industry or ready them for placement in college or trade school.

Budgeting and writing curriculum are also part of the position.

Jostens Printing & Publishing, 401 Science Park Rd., State College, PA

5/89-9/95

Title: Commercial Printing Services Manager

Responsibilities: Oversee daily operation of 2 million dollar commercial printing services department. Forecasting, budgeting, marketing, training, customer service, estimating, billing and reporting were part of my area. Responsible for several managers and eleven hourly employees; production and clerical.

The Prudential Insurance Co., Printing Office, New Providence, NJ

6/88-5/89

Title: Printing Analyst

Responsibilities: Public relations and advertising department coordination and planning of marketing materials. Worked closely with corporate office, designers and vendors to assure quality and timely production.

Planned the \$250,000 Heritage Account package from estimating through completion of the project. Also planned the Pru Re Annual Report for the 1988 year.

Nittany Valley Offset, State College, PA

3/87-5/89

Title: Customer Service Rep./Production Coordinator

Responsibilities: Spokesperson for the company. Communicating between sales representative, customer and plant personnel. Write job tickets, arrange necessary vendor services and follow through the production process.

North Central PA Regional Planning & Development Commission, Ridgway, PA

5/86-3/87

Title: Director of Printing Services

Responsibilities: Manage the in-house printing facility and commercial printing services. Supervised one employee equipment operator. Occasionally operated duplicator, folder, cutter and various other printing equipment as needed. Offered consulting services to local manufacturing businesses in need of printing services for marketing purposes.

Central Penn Printing, State College, PA

6/85-5/86

Title: Office Assistant

Responsibilities: Assisted owner in daily operations. Received and scheduled incoming printing orders. Typesetting on a Compugraphic Editwriter 7500, layout and pasteup, camera line and halftone shooting, negative stripping and platemaking.

Central Intermediate Unit #10, West Decatur, PA

Title: Printer

Responsibilities: Four years of service running the in-house printing facility. Operation of all equipment, including: process camera, platemaker, duplicators, cutter, collator, folder, etc. Offered printing services to school districts within a six county area.

Olenick's Printing, Philipsburg, PA

Title: Office Assistant

Responsibilities: General office clerical duties, typesetting and pasteup. Bindery and finishing. Occasional photography for local newspaper.

EDUCATION

PSU Workforce Education - PDE Vocational I Teaching Certification

Cisco Certified Networking Instructor

PSU Business Management

Dale Carnegie - Public Speaking and Human Relations

Association of Graphic Arts, NYC, Production Planning and Print Production Management

Graduate of Moshannon Valley Jr., Sr., H.S.

SEMINARS & TRAINING

Adobe software: Photoshop, PageMaker, In-Design, Acrobat

Personal Computer Troubleshooting

Word Perfect 6.0

Introduction to D-Base III

Lotus 1-2-3

Supervisor Training School, Jostens, MN

Time Management

Quality Involvement Process

Affirmative Action/Sexual Harassment

Performance Management

CLEARANCES

Act 34 and 151 Certified

Act 235 Certification pending completion of all documentation