



County of Santa Cruz

Invites you to apply for:

ADMINISTRATIVE SERVICES MANAGER

LIVE Here **WORK** Here **PLAY** Here

Supplemental Questionnaire Required
Promotional Only
Salary: \$8,502 - 11,351 / Monthly

Closing Date: Friday, August 9, 2024

www.santacruzcountyjobs.com

THE POSITION:

The County of Santa Cruz has an exciting opportunity for an Administrative Services Manager to join the Health Services Agency!

We are seeking a skilled Administrative Services Manager for the Health Services Agency, Public Health Division who brings experience in budget development, government accounting, personnel management, contract administration, and grant management. The ideal candidate will demonstrate a proven ability to lead teams, manage complex financial operations, and foster a culture of excellence and equity. This role requires a strategic thinker with a commitment to continuous quality improvement (CQI) and systems enhancement. The candidate must be able to navigate the intricacies of government accounting processes, ensure compliance with financial regulations, and effectively oversee staff recruitment, hiring, and evaluation. Additionally, the candidate will be adept at handling contract development, processing, and monitoring. The successful candidate will possess strong leadership qualities, with a track record of motivating and guiding teams to achieve high performance and organizational goals while promoting equity and systemic improvement

The list established from this recruitment will be used to fill the current and future vacancies during the list of the list.

QUALIFICATIONS

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be:

Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Accounting or a closely related field;

and

Three years of increasingly responsible management or supervisory experience in a large or complex centralized administrative or financial operation. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

To view the list of required knowledge and abilities go to the County of Santa Cruz employment opportunities site at:

<https://www2.santacruzcountyca.gov/personnel/Specs/UW7spec.html>

SPECIAL REQUIREMENTS/CONDITIONS:

Possess and maintain a valid California Class C Driver's License or provide suitable transportation approved by the appointing authority.



THE COMMUNITY:

Stunning Santa Cruz County has approximately 270,000 residents and is situated in the northern area of Monterey Bay, 70 miles south of San Francisco and 35 miles southwest of the Silicon Valley. The County's natural beauty is apparent in its pristine beaches, lush redwood forests, and rich farmland. The County enjoys an ideal Mediterranean climate with low humidity and approximately 300 days of sunshine a year. The area's unique shops and restaurants, coupled with a multitude of cultural and recreational activities, including theatre, music, art as well as golfing, surfing, hiking, and biking, offer a wealth of leisure activities. There are numerous local higher education institutions including Cabrillo College and the University of California, Santa Cruz, with two additional State Universities less than an hour away. These elements make Santa Cruz County a great place to live, work, and play!

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require Fingerprinting and/or Background Investigation.

THE EXAMINATION:

Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY:

Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, please call Employment Services Manager Erin Morimoto at (831) 454-2932. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

SUPPLEMENTAL QUESTIONS:

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

Note: Please answer the questions below as completely and thoroughly as possible, as your answers may be used to assess your qualifications for moving to the next step in the recruitment process.

1. Describe your knowledge and experience in the following areas:
 - a. Development and management of budgets and government accounting processes
 - b. Working on personnel items in regards to recruiting, hiring and evaluating staff
 - c. Contract development, processing, and monitoring
2. Describe your experience applying for, working with, or administering grants or any similar types of programs.
3. Describe your management and/or supervision experience. Please specify the title of your position, how many staff you supervised, and years of management and/or supervision experience. Include a description of your supervisory style and ways in which you have motivated employees or a team to be successful.

HIGHLIGHTED BENEFIT OFFERINGS:

Medical, Dental, and Vision

Medical coverage is available through CALPERS with the County paying a majority portion of the cost for the employee and dependents. The cost of the dental plan is entirely County-paid for employees and dependents. The County pays for the cost of an employee vision plan and the employee may purchase dependent coverage.

Retirement and Social Security

Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

Life Insurance and Long-Term Disability Plan

County paid \$50,000 term life insurance policy. Employees may purchase additional life insurance. The County pays for a long-term disability plan that pays 66 2/3 % of the first \$13,500, up to \$9,000 per month maximum benefits.

Paid Leave and Administrative Leave

Sixteen days vacation time allotted per year, increasing to 31 days per year after 15 years of service. Six days per year of sick pay, and the County observes 14 paid holidays per year. In addition to competitive vacation and sick leave accruals, the County provides an initial credit of one week of administrative leave at the time of appointment, plus an additional two weeks of administrative leave accrued each year. Administrative leave balance may be cashed out or used as time off.