

County of Santa Cruz

INVITES YOU TO APPLY FOR:



SHERIFF'S ADMINISTRATIVE MANAGER

Supplemental Questionnaire Required

Promotional Only

Job # 24-SA8-01

Salary: \$9,691 – 12,939 / Month

Closing Date: Friday, September 6, 2024

County Equity Statement

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.

Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.

THE JOB: Under general direction, to plan, organize, direct and coordinate the central administrative functions, fiscal operations, program support, management information systems, data processing support activities, performs a variety of professional and administrative functions, and can be assigned program oversight in the Sheriff's Department.; and to perform other duties as required. *This position oversees staff, programs, and divisions across various locations throughout the County, including but not limited to the Main Jail, Blaine Street Facility, Rountree Facilities, Sheriff's Office Service Centers, and the Sheriff's Headquarters.*

THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Bachelor' 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



Background Investigation: Ability to pass a full background investigation.

Knowledge: Thorough knowledge of governmental finance and budgeting procedures; work organization, simplification and layout; the principles and practice of supervision, training and personnel management and the principles and practices of organization and administration. Working knowledge of the principles and techniques of administrative survey and analysis; administrative problems involved in the operation of a large or complex agency; information systems relating to financial and records management; and purchasing and contracting procedures.

Ability to: Exercise initiative, ingenuity and sound judgement to solve difficult fiscal and administrative problems; analyze, interpret, explain and apply complex regulations, laws and directives; develop new policies and procedures as necessary to improve operations and implement changes required by laws and regulations; establish and maintain effective working relationships with departmental staff, government officials, and others contacted in the course of work; evaluate policy and practices, define problem areas. Develop policies and practices to improve operations; express ideas effectively in oral and written form. Prepare clear and concise reports and correspondence; and interpret departmental operations and programs to the public and represent the department in speaking to community groups.

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, call (831) 454-2600. 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.

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.

SHERIFF'S ADMINISTRATIVE MANAGER– SUPPLEMENTAL QUESTIONNAIRE

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 question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe your knowledge and experience preparing large complex budgets, including how revenue projections were made, the size of the organization and the amount of the budget and the various funding sources.
2. Describe your knowledge and experience in applying for, implementing and administration of grants.
3. Describe your experience with interpreting and enforcing complex regulations, laws and directives.
4. Describe your management and/or supervision experience demonstrating your ability to plan, organize, direct, and evaluate the work of staff under your supervision. In your response, include the number of staff you supervised or teams that you led, their job titles and responsibilities, the scope of your responsibility.

EMPLOYEE BENEFITS:

VACATION - 16 days 1st year, increasing to 31 days per year after 15 years of service. Available after 1 year of service.

ADMINISTRATIVE LEAVE - One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

HOLIDAYS - 14 paid holidays per year.

SICK LEAVE - Six days per year.

BEREAVEMENT LEAVE - 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN - County pays for employee and eligible dependent coverage.

VISION PLAN - County pays for employee coverage. Employee may purchase eligible 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 - County paid \$50,000 term policy. Employee may purchase additional life insurance.

LONG TERM DISABILITY PLAN - Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

DEPENDENT-CARE PLAN - Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

H-CARE PLAN - Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) - Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION - A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

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