



County of Santa Cruz

Invites you to apply for the position of

Director of Administrative Services

PROMOTIONAL ONLY

\$148,845 – 199,410 Annually



Beautiful Coastal Community

Mediterranean Climate

Excellent Quality of Life

Application Deadline: Thursday, April 29, 2021

The Position

The Human Services Department Director of Administrative Services reports to the Human Services Director or Deputy Director who is accountable for an annual operational budget of approximately \$156 million and 530 County employees. The Human Services Department provides a broad array of social service programs and issues entitlement assistance payments designed to protect the vulnerable, promote self-sufficiency, alleviate poverty and improve the quality of life for residents of Santa Cruz County. These programs are delivered through four service divisions: Employment and Benefit Services, Adult and Long Term Care, Family and Children's Services, and Housing for Health.

Responsibilities of this position include but are not limited to information technology, fiscal, facilities, safety and disaster response, and program integrity. The Human Services Department Director of Administrative Services is a senior member of the Executive Management Team and plays an essential leadership role in leveraging funding, implementing technology solutions, supporting program quality and managing facilities. In this capacity, the Human Services Department Director of Administrative Services identifies organizational risks and ensures development and implementation of mitigation strategies, and operational policies and procedures.

The Human Services Department is seeking an experienced leader who is: innovative, flexible and able to take initiative; enthusiastic about generating creative solutions to complex challenges in our service delivery system; willing and able to foster open communication; demonstrates strong political and organizational acumen; and driven to achieve operational excellence through performance improvement in all facets of our administrative support functions.

The County of Santa Cruz

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**!



Qualifications

Equivalent to graduation from college with a BS or BA degree, and four years of high level experience as an administrative manager, which involved financial and management analysis and direction of administrative support services for a major program or large organization. A master's degree in business or public administration, or a related field is desirable and may be substituted for up to one year of the management experience. Additional experience may substitute for education on a year for year basis.

Special Requirements/Conditions:

License Requirement: Possession of a valid California Class C Driver License or the employee must be able to provide suitable transportation which is approved by the appointing authority.

Background Investigation: Fingerprints are required.

Other Special Requirements: Availability to work a flexible schedule including evenings and weekends. Physically and mentally capable of performing the classifications essential functions as summarized in the typical tasks section of the job specification.

Knowledge:

Thorough knowledge of principals of work organization, administration and information flow; principles and practices of supervision, training and personnel management; finance and budget. Working knowledge of Federal and State fiscal, administrative and regulatory provisions for administration of health and human services; Federal, State, and local laws, rules and regulations relating to construction and maintenance of public facilities; governmental organization and administration; data processing applications and management information system principles; principles and practices of administering a personnel system; modern office methods and procedures.

Ability to:

Investigate and analyze complex administrative problems and arrive at effective solutions; involve executive and managerial staff in solving complex organizational and management problems and standardizing department administrative practices; establish and maintain effective systems for accounting; oversee complex data processing and electronic communications systems including establishing priorities and budgets; select, supervise, and train management staff; assist in the resolution of complex personnel problems involving grievances, disciplinary issues or working conditions; prepare and manage the multi-million-dollar budget for administrative support services and manage the development of the department budget; interpret and analyze legislative actions that might affect financial and other operations of the department.

Supplemental Questionnaire

Please respond to the following questions using no more than one page per question.

1. Please describe your experience developing and administering a budget. Please be specific about the total budget, number of staff under your administration, and how you provided budgetary and financial guidance.
2. Please describe your experience leading, managing, or working in programs new to you. Include how your leadership skills position you well to supervise programs where you may not have any direct experience.
3. Please provide an example of a process or systems improvement you initiated. Describe how you identified the need, the role that you played, the process you used, and the outcome of your efforts.

The Application Process

Candidates must submit a County application and supplemental questionnaire. The completed application packet must be received online at www.santacruzcountyjobs.com before midnight or received in the Personnel Department, 701 Ocean Street, Rm. 510, Santa Cruz, CA 95060 by 5:00 p.m. on **Thursday, April 29, 2021**. For more information please call Personnel Analyst Susana Silva at (831) 454-2600. Hearing Impaired TDD/TTY: 711. If you have a disability that would require an accommodation please call (831) 454-2600.

Tentative Schedule

Application Deadline:	Friday, April 29, 2021
Review of Qualifications:	Week of May 3, 2021
Examination:	Week of May 10, 2021
Anticipated Appointment:	Approximately June 2021

Benefits

Medical, Dental, and Vision

Medical coverage is available through CALPERS which includes cost sharing by the County for the employee and eligible 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 policy. Employee may purchase additional life insurance. Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

Administrative Leave

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.

County of Santa Cruz
Personnel Department
701 Ocean Street, Room 510
Santa Cruz, CA 95060
(831) 454-2600
www.santacruzcounty.com

