



County of Santa Cruz

Invites you to apply for the position of

Director of Administrative Services

\$137,218 – 183,810 Annually



Beautiful Coastal Community

Mediterranean Climate

Excellent Quality of Life

Application Deadline: Friday, May 11, 2018

The Position

The Health Services Agency Director of Administrative Services is expected to be a strategic thought partner, and report to the Health Services Agency Director who is accountable for an annual operation budget of approximately \$169 million and over 550 County employees. The Agency has a long history of successful partnerships with its internal and external stakeholders. Working collaboratively and creatively, the Agency partners with its staff, contract providers, other county departments, the County Organized Health Systems (COHS), local hospitals, Countywide safety net clinics and other community health leaders and providers to provide mandated and essential public health, environmental health, Federally Qualified Health Centers, Low Income Health program, and behavioral health services.

As a hands-on and participative manager, the Health Services Agency Director of Administrative Services will be responsible for leading and managing the Agency's day-to-day administrative support services including, but are not limited to, finance, business planning and budgeting, facility management, administration and information technology.

The Health Services Agency Director of Administrative Services will play a critical role in partnering with the senior leadership team in strategic decision making and operations as the County Health Services Agency continues to enhance its quality programming and increased capacity to meet public sector demands for the Affordable Care Act activities as well as the State Realignment programs. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact Agency.

The County of Santa Cruz

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. It has an ideal Mediterranean climate with low humidity and approximately 300 days of sunshine a year. Its 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. Higher education includes Cabrillo College and the University of California, Santa Cruz, with two additional State Universities less than an hour's drive away. These elements of high quality living make Santa Cruz County one of California's most desirable living areas.



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, budget, and contract procedures. 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 works 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 to 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 and contract administration; 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; 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. Describe your management experience in facility management, information technology and contract management.
2. Describe your experience developing and administering a budget. Include the total budget, number of staff under your administration, and how you provided budgetary and financial guidance.
3. Please provide an example of a process or systems improvement that you have 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 **Friday, May 11, 2018**. For more information please call Employment Services Manager Nisha Patel 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, May 11, 2018
Review of Qualifications:	Week of May 14, 2018
Examination:	Week of June 4, 2018
Anticipated Appointment:	Approximately July 2018

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 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.

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.

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Personnel Department
701 Ocean Street, Room 510
Santa Cruz, CA 95060
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www.santacruzcounty.com

