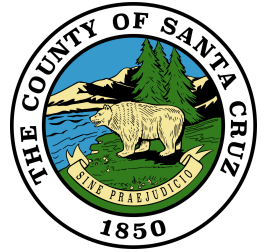


COUNTY OF SANTA CRUZ

ADMINISTRATIVE SERVICES MANAGER

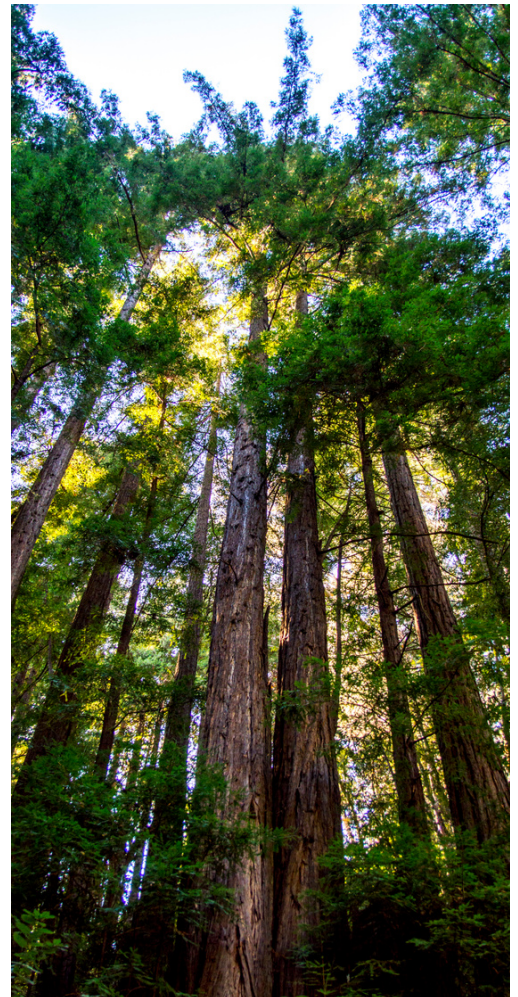


Promotional Only

Salary: \$9,252 – 12,353 Monthly

Final Filing Date: Monday, August 24, 2026

To apply, go directly to: www.santacruzcountyjobs.com



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.



ABOUT THE POSITION

We are seeking a skilled Administrative Services Manager who brings not only expertise and technical knowledge, but most importantly who is adaptive and dynamic, helping to foster resiliency and innovation within the team. The Administrative Services Manager will provide direct supervision of administrative and operational staff, ensuring consistent oversight, engagement, and timely performance evaluations. This includes actively guiding work assignments, monitoring workflow, and fostering a supportive and accountable environment that aligns with departmental goals and continuous quality improvement practices. **The current vacancy is for the Probation Department. The list established from this recruitment will be used to fill the current vacancy and future vacancies during the life of the list.**

SUMMARY OF QUALIFICATIONS

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:

A 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 see the full job specification, including knowledge and abilities, please click below:

<https://www.jobapscloud.com/SCRUZ/specs/classspecdisplay.asp?ClassNumber=UW7>

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.

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 in the following areas:

- a. Development and management of budgets and government accounting processes
- b. Working on personnel items regarding 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 overseeing staff whose work requires strict timelines or deliverables. Please specify the title of your position, how many staff you supervised, and include examples of how you monitored staff performance, ensured deadlines were met, provided coaching or corrective feedback, and maintained accountability within your team.



HIGHLIGHTED BENEFIT OFFERINGS

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 to offer a range of medical plans. For most of these plans, the County covers the majority of the premiums for employees and eligible dependents.

DENTAL PLAN – Depending on the plan, the County may cover the cost of employee and eligible dependent coverage.

VISION PLAN – The County covers the cost of employee coverage, and the employee has the option to purchase coverage for eligible dependents.

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 paying a County medical premium may choose to participate in 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.