



County of Santa Cruz
Invites you to apply for:

ADMIN SERVICES MANAGER

OPEN AND
PROMOTIONAL

SALARY:
\$8,757 – 11,691
/ MONTH

CLOSING DATE:
FRIDAY, AUGUST
15, 2025

APPLY NOW!



www.santacruzcountyjobs.com



personnel@santacruzcounty.us



831-454-2600

LIVE Here WORK Here PLAY Here

THE JOB:



We are seeking a skilled Administrative Services Manager for the Human Services Department, 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 current vacancy is for the Human Services Department. The list established from this recruitment will be used to fill the current and future vacancies during the life of the list.

REQUIREMENTS:

Any combination of education and experience which will provide the required knowledge and abilities is qualifying, unless otherwise specified. A typical way to obtain these 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.

REQUIRED KNOWLEDGE AND ABILITIES CAN BE FOUND AT:

WWW2.SANTACRUZCOUNTYCA.GOV/PERSONNEL/SPECS/UW7SPEC.HTML

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.

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. 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.

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 – The 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 is 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.