



ADMINISTRATIVE SERVICES MANAGER

Riverside, CA

Position is Hybrid

\$164,675.04 - \$200,163.54 Annually

Plus excellent benefits

The Administrative Services Manager is part of SAWPA's leadership team and manages, organizes, and directs the operations, activities, and staff for the Administrative Services Department, including: policy administration; administrative support; support for SAWPA's member agencies; human resources; contracts; special projects, and communications and public information. The Administrative Services Manager: coordinates administrative support for SAWPA departments; provides administrative support to the SAWPA Commission and Project Authority Committees; provides professional assistance to the General Manager; and fosters cooperative working relationships among SAWPA departments, SAWPA's Member Agencies, and stakeholders.

The Administrative Services Manager reports to the General Manager and receives direction from the General Manager in the management of SAWPA administrative programs and special projects. The work includes independent decision making consistent with applicable regulations, SAWPA policies and procedures, and direction from the General Manager. Exercises direct supervision over administrative services staff.

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: Experience: Five (5) years of increasingly responsible experience in public administration and office management, including three (3) years of administrative and supervisory responsibility. Training/Education: Bachelor's degree from an accredited college or university or equivalent experience. Emphasis on business administration, public administration, human resources, communications, or a related field. License/Certifications: A valid California Class C driver's license (maintain while employed; acceptable driving record). Possession or ability to obtain SHRM-CP/SHRM-SCP or HRCI PHR/PHRca/SPHR

This position will remain open until filled. Initial review of applications will take place January 30, 2024. Applicants are encouraged to apply early. Visit our Career Opportunities webpage for a comprehensive job description, details on our benefits, and to complete the application process: <https://www.governmentjobs.com/careers/sawpa>.