



DIRECTOR OF ADMINISTRATIVE SERVICES

City of Cerritos, California

Salary: \$14,494 - \$17,944 per month

Plus Excellent Benefits

Under direction of the City Manager, the Director of Administrative Services plans, organizes, manages and provides administrative direction and oversight of all activities of the Administrative Services Department, including Finance, Human Resources/Risk Management, Management Information Systems, Support Services, Communications, City Budget and the Cerritos Library. The incumbent directs and administers the fiscal operations and activities of the City, which include investments, financial transaction processing, treasury, record keeping and reporting, and payroll; coordinates the production and administration of the City's budget; coordinates assigned activities with other city departments and various community and regulatory agencies; and provides highly responsible and complex administrative assistance to the City Manager and City Council in coordinating and directing City-wide departmental activities and operations. Serves as a member of the City's Executive Team. Performs related work as required.

The ideal candidate has a combination of education and experience that would provide the required knowledge and abilities. A Bachelor's Degree in accounting, finance, business or public administration, political science or a related field from an accredited college or university and seven (7) years in municipal administration with increasingly responsible professional public sector experience, including three (3) years supervisory level experience. Possession of a Master's Degree, SHRM-CP/SHRM-SCP or similar HR certification and/or a Certified Public Accountant's certification is highly desirable.

To apply for this exciting career opportunity, all applicants must submit a City application via the City of Cerritos website at cerritos.us. The final filing date: Friday, February 9, 2024 Applicants possessing the most desirable qualifications will be invited to participate in the selection process, which may include an oral interview and/or other assessments designed to predict successful job performance. Please contact the Human Resources Division at (562) 916-1322 if you have any questions.