



**FINANCIAL AND ADMINISTRATIVE SERVICES MANAGER -
LIBRARY**

County of Santa Clara

\$152,219 - \$195,102 Annually DOE

In addition to the generous leadership benefits package, this is an extraordinary opportunity for an experienced fiscal manager to contribute to community development and library services in one of the nation's most intellectually stimulating regions.

The County Librarian is seeking a Financial and Administrative Services Manager, one of five Executive Management positions, that reports directly to the County Librarian. This position is responsible for all financial, special property tax administration, budgetary, warehouse and general administrative functions of SCCLD. The position performs/oversees the day-to-day operations of SCCLD functions across all divisions, supervising several staff and performing diverse activities.

Required Background and Experience: A qualified candidate would typically acquire the necessary knowledge and abilities through education and experience equivalent to a Bachelor's degree in Business Administration or Public Administration with an emphasis in accounting or a closely related field, and five (5) years current administrative/managerial experience directing a complex financial operation.

Desirables: • Administrative/managerial experience managing a complex financial operation in the public sector. • At least five years of recent and progressively responsible supervisory and administrative experience in a library system.

Final Filing Date: Open until filled. The first review of applications will be on Friday, April 5, 2024.

To Apply: For a complete job description, employment benefits, and to apply, click here: <https://bit.ly/FASMLibrary> or go to <http://www.sccjobs.org/ExecRecruitment>

If you have any questions regarding this position, contact Adrian Cudal, Executive Services, at (408) 299-5851. EOE