



ADMINISTRATIVE SERVICES MANAGER
CONSUMER AND ENVIRONMENTAL AGENCY

County of Santa Clara, CA

\$147,876 - \$189,358 Annually DOE

We are seeking an experienced leader of excellent character and integrity who reflects the vision and shares the mission of the Agency. We need a proven executive who will be a progressive, energetic, responsive, politically astute and confident leader, who is flexible, a good problem solver and customer service oriented. The next ASM will continue integration of administrative services across the Agency in order to provide services most efficiently and to give staff opportunities for cross-training and development.

The Administrative Services Manager is responsible for directing and coordinating the central administrative functions of the Consumer and Environmental Protection Agency (CEPA) through subordinate managers and supervisors. This position reports directly to the Director of CEPA and, as a member of the executive team, is responsible for managing the administrative and business services of the divisions, including budget coordination and monitoring, financial reports, coordination and management of legislative files for the Agency, work activity reports, human resources, contract administration and performance measurement. The ASM is a key position in our fast-paced organization, where our diverse programs ensure that no two days are ever the same!

This recruitment requires the submission of an online application. For a complete job description, benefits and to apply online, please visit us at www.sccjobs.org. For a complete job description and to apply online please go to: www.sccjobs.org Salary range is coupled with a generous and comprehensive benefits package. This recruitment is scheduled to close on April 11, 2024. If you have any questions regarding this position, contact Patricia Carrillo, Executive Services at (408) 299-5897. EOE All qualified applications will be screened in relation to the criteria outlined in the job description. The most competitive candidates will be invited to compete in the process.