

THE COUNTY OF SANTA CLARA

Invites applications for:

ASSESSOR'S OFFICE ADMINISTRATIVE SERVICE MANAGER



The mission of the Santa Clara County Assessor's Office is to produce an annual assessment roll including all assessable property in accordance with legal mandates in a timely, accurate, and efficient manner; and provide current assessment-related information to the public and to governmental agencies in a timely and responsive way.



COUNTY OF SANTA CLARA

70 West Hedding Street
San Jose, CA 95110
www.sccgov.org

An Executive Management Career Opportunity

An Equal Opportunity Employer

THE POSITION

The Assessor's Office Administrative Services Manager, is responsible for the administrative functions of the Assessor's Office, including supervising, organizing, coordinating and evaluating staff in all administrative functions. This executive management position reports to the Assistant Assessor.

As a member of the Assessor's executive team, the Administrative Services Manager is responsible for the financial, budgetary, and human resources, functions in the Assessor's Office, including the establishment of policies and procedures designed to carry out the Department's goals and objectives.

Additionally, management responsibilities include:

- Develop, prepare and implement the departmental budget, including the management of expenditures and revenues;
- Administer the functions of the department, including purchasing, supplies, payroll, human resources, employee relations, organizational development, and strategic planning.
- Initiate changes in the methods and procedures to improve service delivery.
- Train, guide and direct other executive managers and supervisory personnel in administering progressive discipline.
- Select, train and evaluate administration staff.
- Conduct and evaluate complex studies pertaining to a variety of administrative and operational problems and develops and implements effective solutions.
- Act as department liaison with other County service departments regarding the budget, human resources, vehicles and facilities planning, construction and maintenance.
- Analyze new and revised statutes and proposed legislation to determine affects on the departmental policies, practices, and procedures.
- Develop, review and approve plans for the effective utilization of office space, furniture, equipment, and supplies.
- Prepare, review and approve detailed correspondence and reports.

THE AGENCY

Based upon the total gross assessed valuation, County of Santa Clara is the fourth largest county assessment jurisdiction in California with an annual assessment roll in excess of \$296 billion and a business personal property assessment roll second only to Los Angeles County. The office employs 243 people and has a budget in excess of \$29 million. Under the general direction of the elected Assessor, Lawrence E. Stone, the professional staff assesses both secured and unsecured property. The Office has five divisions: Standards, Services and Exemptions, Real Property, Administration, Information Systems and Business Personal Property. In preparation of the 2010-2011 assessment roll, the office processed more than 82,000 business personal property assessments, 146,000 real property assessments, 75,000 title documents, 2,700 institutional exemptions and 5,800 assessment appeals. Workloads of this magnitude require stable operational systems for workflow management and production of regular assessment reports. It is a constant challenge requiring skilled management to insure operational efficiencies.

CHALLENGES AND OPPORTUNITIES

As part of the Assessor's Executive team:

- Develop budget and spending plans which meet the needs of the department, consistent with all federal, state, and local program requirements.
- Develop positive relationships with internal customers in providing the highest levels of administrative support.
- Refine and integrate departmental policies to better meet the service needs of the department's operating divisions.
- Streamline and improve personnel systems support to the operating divisions.
- Seek and develop new or improved sources of revenue and operating efficiencies to support department service initiatives.
- Promote internal teamwork and foster a learning environment in which support services staff are fully knowledgeable of their responsibilities and the resources to fulfill them.

THE IDEAL CANDIDATE

A qualified candidate would typically acquire the necessary knowledge and abilities through education and experience equivalent to a Bachelor's degree in Business or Public Administration or a closely related field and four (4) years recent experience managing the staff and activities of one or more administrative functions.

Candidates should possess comprehensive knowledge of:

- Principles and practices of management necessary to plan, organize, direct, manage and evaluate the staff and functions of a governmental department.
- The theory and application of governmental budgeting and accounting.

Candidates should have demonstrated ability to:

- Plan, organize, direct and manage functions within a public entity or large private corporation.
- Analyze and evaluate complex financial, budgeting and administrative problems and develop and implement effective solutions.
- Interpret complex regulations, laws and guidelines to determine the impact on operations.
- Respond to inquiries of taxpayers, staff, the County Board of Supervisors and other County and State departments.
- Collect samples, analyze and make statistical inferences from complex data for the purpose of determining if activities conforms to applicable law, rules and regulations.
- Plan and direct the training of administration personnel.
- Direct the development and maintenance of operational manuals.
- Establish and maintain effective working relationships with county officials, public and private organizations, department personnel, other agencies and the public at large.
- Communicate effectively both orally and in writing.

COMPENSATION AND BENEFITS

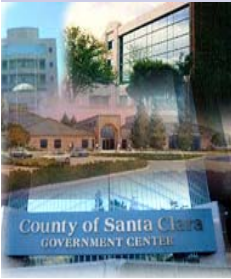
\$100,199.84—\$128,323.52 Annually, DOE

The County provides a generous Executive Management benefit package that includes:

- County contribution to the Public Employees' Retirement System for the 2.5% at 55 Plan
- Payment by the County of the employee's regular contribution to PERS of approximately 7%
- Health Insurance: Single Premium – Fully paid on all health plans; Family Premium – Fully paid depending on plan selected
- Employer Paid Member Contribution (EPMC) to PERS is considered as special compensation for calculation of retirement benefits
- Administrative Leave: In lieu of personal leave, education leave, bereavement leave, etc.
- \$200,000 Double Indemnity Term Life Insurance coverage paid by the County
- PERS retirement benefit calculation based on Single Highest Year
- Dental/Vision Insurance: Single and family premiums fully paid
- Annual Leave: 39 days per fiscal year/12 paid holidays per calendar year
- Annual Leave "Cash-Out" Program
- Deferred Compensation Program available

Note that for salaries above a limitation imposed by federal law (that limit is \$230,000 for 2008): (1) the County will not make contributions to PERS on the portion of salary that exceed the limit, and (2) salary in excess of the limit is not used in calculating your retirement benefit under PERS.

COUNTY GOVERNMENT



Santa Clara County, sometimes referred to as “Silicon Valley,” is unique because of its combination of geographic attractiveness and social diversity. With its numerous natural amenities and one of the highest standards of living in the country, is considered one of the best areas in the United States to live and work. The County’s population of 1.7 million is the largest in northern California. Santa Clara County is rich in ethnic and cultural diversity, including access to all of the attractions of the San Francisco Bay Area. There are 15 cities within the County’s boundaries: Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Los Gatos, Milpitas, Monte Sereno, Morgan Hill, Mountain View, Palo Alto, San Jose, Santa Clara, Saratoga, and Sunnyvale.

The elected five-member Board of Supervisors establishes policies to address issues that affect the day-to-day operation of County government and is responsible for an annual operating and capital improvement budget of more than \$3.8 billion. The Board adopts ordinances that affect the unincorporated communities and is responsible for the County budget. The County operates under a “charter” form of government, which provides the County with more responsibility and authority. Under the charter, the Board appoints a County Executive to administer County government.

SUPPLEMENTAL QUESTIONNAIRE

Please answer the following questions and submit your responses with a completed application and resume. This information is **REQUIRED**, as it will be used to initially determine minimum qualifications. For those applicants meeting the employment standards, this information will be critical in the subsequent competitive assessment to identify those candidates to be invited to the oral examination.

Resumes will not be accepted in lieu of required supplemental responses

For each relevant position held, please provide specific information that clearly describes:

1. Your functional areas of responsibility,
2. The size and type of each organization
3. Your position within each organization and the title of the position to which you report(ed),
4. The number and level of staff managed.

In addition, you are being asked to provide:

1. Detailed information regarding the breadth of your experience managing administrative functions in a complex organization; and any other relevant information that would demonstrate your qualifications for this position.

The responses to this questionnaire should be limited to 2-3 pages.

FILING PERIOD, APPLICATION PROCEDURE AND SELECTION PROCESS

It is anticipated that this recruitment will be open from September 17, 2010 through October 8, 2010, the filing period may be extended further or close as early as 10 days from issue date if necessary.

All qualified applications will be subject to a preliminary competitive rating to identify those candidates to be invited to the oral interview process. It is critical for applicants to submit an application, resume, and responses to the supplemental questionnaire.

If you have any questions please contact Executive Services at (408) 299-5894.

To apply online please go to: www.sccjobs.org

Applications can be obtained from and returned to
ESA—Executive Services ~ 70 West Hedding Street, 8th Floor, San Jose, CA 95110