

Make a difference in the community



COUNTY OF MARIN

Administrative Service Manager



THE COMMUNITY

Located in the North Bay across the Golden Gate Bridge from San Francisco, Marin County is a dynamic community of 255,000 well-informed and involved residents. From its tidelands to the top of Mt. Tamalpais, Marin enjoys a high quality of life marked by beautiful beaches, groves of redwoods and oaks, rolling foothills, and scenic valleys. The mild year-round Mediterranean climate is highlighted by cool coastal fog tempering the warm inland temperatures of summer. Incorporated communities include Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Novato, Ross, San Anselmo, San Rafael (the County seat), Sausalito, and Tiburon.

Marin County is known for its combination of rural and suburban lifestyles. A recreation destination for the entire Bay Area – the Golden Gate National Recreation Area and Point Reyes National Seashore are just two destinations out of more than 175,000 acres of public lands within Marin. The County's active economy includes insurance, finance, movie and video production, agriculture, aquaculture, computer software, communications equipment, printing, and tourism. Marin is also home to the Buck Institute, a world-class institute researching the process of aging.

Marin County children excel in school, test scores are well above the average. The 19 school districts in Marin range in attendance from 20 to 8,000. There are 74 public schools that include elementary, middle, high school, college, continuing education, alternative education, independent study, and charter schools. The Marin Community College has two campuses: Kentfield and Novato. There are several private educational institutions for all age levels, including Dominican University in San Rafael.

THE COUNTY

The County of Marin is a stable and well-run organization comprised of 23 departments with approximately 2,100 employees. The County has an operating budget of \$554M for FY 2017-18 and also serves over 100 special

districts with a cumulative budget similar in value to the County. The Board of Supervisors is made up of an elected representative from each of the five voting districts in this general law County.

The County provides a full array of district attorney, law enforcement, probation, community development, public works, health and human services, library, fire, parks and open space, housing, employment, and administrative services pursuant to local, State and Federal guidelines and funding. The historic Marin County Civic Center, designed by Frank Lloyd Wright, is located in the City of San Rafael and serves as the County seat. For more information on the County, please visit www.marincounty.org.

MARIN COUNTY FIRE DEPARTMENT

The Marin County Fire Department provides a full range of all-risk emergency services with extensive wildland responsibilities for the unincorporated areas of Marin. In addition, Marin County Fire has administrative jurisdiction of State Responsibility Areas (SRA) as a Contract County with the California Department of Forestry and Fire Protection (CAL-Fire) Marin's unincorporated area



Our Mission: *In partnership with our community, we will: be prepared; respond quickly; solve problems; be nice; and get home safely.*



consists of 251 square miles of land primarily located in Marin’s Western portion and SRA land totaling 201,000 acres in various locations throughout Marin.

www.marincountyfire.org

THE POSITION

The Administrative Services Manager is an integral member of the Marin County Fire Department Executive team who ensures that the business needs of the department are successfully executed and processes run smoothly. The Administrative Services Manager will be responsible for overseeing the administrative, fiscal, technical and clerical support functions, including budget development, financial administration and reporting, purchasing, contract administration, management analysis, personnel and payroll administration, systems administration and program evaluation. This position is responsible for the oversight and forecasting of projections for funding for the Marin County Fire Department. The Fire Department has a combined annual operating budget of \$24.6 million and a full-time equivalent staff of 89 employees and 85 Temporary Seasonal staff. The creative and out-of-the-box thinking Administrative Services Manager is actively involved in redesigning business processes and implementing effective change in the organization; utilizing complex automated financial systems; writing and implementing policies and procedures; managing grant funding and reporting to state and federal agencies, effectively addressing the needs of the department, and serve as a departmental representative to various committees.

Responsibilities will include but are not limited to:

- Responsible for management of all administrative support and business functions for the Marin County Fire Department.
- Responsible for the biennial budget planning, developing, organizing, directing, administering, and managing the Marin County Fire budget operations totaling \$24.6 million
- Oversee the Fire Department’s payroll and personnel management of all full-time and contingent employees including position control (position creation, conversion, and deletion) salary savings, merit step

IDEAL CANDIDATE

The ideal candidate will have an understanding of the current issues, trends, and innovations in the field. They will be a charismatic leader with a proven track record of effective management skills complemented by outstanding communication and interpersonal skills.



increases. Oversee the compliance of HR policies and bargaining agreements; employee personnel pay discrepancy, employee’s benefits entitlement (Fringe allowance, FMLA, SDI and Workers Compensation), and Worker’s Compensation pay integration process.

- Supervise a rock star three-member team and support them by providing coaching, performance planning, and timely evaluation.
- Serves as a member of the Fire Department’s executive management team tasked with overseeing the alignment of resources to accomplish the Fire Department’s strategic initiatives, the County’s Strategic Plan, the development of accounting and fiscal policies and procedures, implementation of technology & Capital Project Plans, and other system-wide goals & objectives
- Procurement –oversee the Fire Department’s overall procurement processes, from proposal to County purchase order. Oversee the Fire Department’s Request for Proposal (RFP) from bids to award of contract.

MINIMUM QUALIFICATIONS

Any combination of education and experience that would provide the knowledge and skills listed. Typically equivalent to graduation from a four-year college or university with major coursework in business or public administration, accounting, economics or a field closely related to the work and three years of accounting, budgetary, fiscal reporting and related management support experience which included one year in a lead or supervisory role. Additional experience as outlined above may be substituted for the education on a year for year basis.

COMPENSATION

SALARY: The County of Marin offers an attractive compensation and benefits program. The salary range for this position is \$92,518 - \$111,904 annually, DOQ. The competitive benefits program includes:

RETIREMENT: County Employees Retirement Act of 1937 with 2% @ 62. This plan has a reciprocity relationship with CalPERS.

INSURANCE: The County has a cafeteria-style benefits plan that allows employees to choose from a variety of health, dental, vision, life, and long-term disability insurance plans.

LEAVE ALLOWANCES: The County offers generous vacation, sick leave benefits plus 11 paid holidays.

DEFERRED COMPENSATION: The County does not participate in Social Security except for a mandatory Medicare contribution. The County does offer a choice of tax deferred 457 plans to which employees may contribute in order to enhance their retirement.

For additional information about benefits, please visit <http://www.marincounty.org/depts/hr/divisions/benefits>

APPLICATION & SELECTION PROCESS

To be considered for this exceptional career opportunity, a completed County of Marin application and supplemental application form must be submitted by **4:00 p.m. on April 11, 2018**. Depending on the number of qualified candidates, the testing process may consist of a supplemental application screening, online assessment, written or oral examination or any combination to determine which candidate's names will be placed on the eligible list. **The County of Marin is an Equal Employment Opportunity Employer. Women, minorities, and persons with disabilities are encouraged to apply.**



For complete instructions on how to apply

Department of Human Resources
3501 Civic Center Drive, Suite 415
San Rafael, CA 94903
<http://www.marincounty.org/jobs>

415.473.2126 T

415.473.5960 F

CRS Dial 711

Jobs@marincounty.org