

# COUNTY OF ALAMEDA

## ADMINISTRATIVE FINANCIAL SERVICES MANAGER

Annual Salary Range: \$98,696.00 - \$120,057.20



Alameda County  
*"The Bright Side of the Bay"*



## ***Alameda County***

Located in the East Bay Area, Alameda County is California's seventh largest county. The County is home to approximately 1.5 million people who live in 14 incorporated cities that include Alameda, Albany, Berkeley, Dublin, Emeryville, Fremont, Hayward, Livermore, Newark, Oakland, Piedmont, Pleasanton, San Leandro, and Union City, as well as unincorporated communities and rural areas that comprise the 813 square miles of the County.

Oakland, the County seat, is California's ninth-largest city. The County employs over 9000 full-time employees and operates on an annual budget of over \$2 billion.



Alameda County is a blend of culturally, ethnically and economically diverse communities, and its mixture of cosmopolitan and suburban areas provides the perfect environment for families and active lifestyles. The County offers extensive cultural resources, countless recreational opportunities, and an array of public and private schools, colleges and universities.

### ***The Position***

Administrative Financial Services Managers serve in a consultative role to management in addressing and resolving administrative programmatic and policy matters and to facilitate the implementation of a wide variety of programs and projects. This is an executive level manager who exercises full authority for making decisions and implementing programs to ensure the effective provisions of administrative, financial and analytical services.

Further, the Administrative Financial Services Manager may be responsible for other activities including:

- Program Planning and Evaluation;
- Financial Planning and Analysis;
- Human Resource Management;
- Contract/Grants Management; and
- Purchasing

This position reports to the Department Head, plays a major role in departmental policy decisions and acts for the Department Head in administrative and financial matters. This position will also be a consensus builder and eager to address day-to-day operations with a leadership style that embraces a collaborative approach to decision-making and problem solving.



## *Tentative Selection Timeline*

- Recruitment Opens: June 26, 2015
- Last Day For Filing: July 21, 2015
- Review of Minimum Qualifications: July 27, 2015
- Screening for Best Qualified: July 31, 2015
- Panel Interview: August 19th and 21st, 2015
- Department Hiring Interview - TBD

## *Minimum Qualifications*

### **Education:**

The equivalent to a Bachelor's Degree from an accredited college or university (180 quarter units or 120 semester units) with major coursework in business or public administration, or a field related to the work.

(Additional professional or paraprofessional administrative or financial services experience may be substituted for the education on a year-for-year basis.)

### **AND**

### **Experience:**

The equivalent to three years of full-time management or supervisory level experience in financial planning or analysis, budget development and processing, contract negotiation and/or grants management or general administrative services at a level equivalent to or higher than the Alameda County classified service of Supervising Administrative Specialist or Supervising Financial Services Specialist, preferably in a public agency setting.

Licenses: Specified positions may require possession of a valid California driver's license.

**NOTE:** The Civil Service Commission may modify the above Minimum Qualifications in the announcement of an examination.

## *The Ideal Candidate*

In addition to meeting the minimum qualifications, successful candidates will have a proven background in administrative and financial analysis and demonstrated experience in government budgeting, grants management and contracts negotiations as well as strong analytical, written and oral communication skills.



### **The ideal candidate will also be:**

- Experienced in **managing the linkages between finance and administrative** program areas;
- An individual with a **track record of providing high quality financial management** with a focus on leveraging State, Federal, and other resources.;
- A **strategic and creative administrator** who forecasts financial needs and collaborates with organization leaders to develop and manage budgets;
- A leader who manages work groups by **inspiring and advising subordinates, facilitating goal accomplishment and tracking and evaluating performance to ensure success**;
- A **great communicator and listener**, quick and clear thinking, calm under pressure;
- An advanced user of computer applications who **champions and implements technology** to maximize fiscal and administrative management processes;
- **Politically astute**, possessing the skills to identify and navigate the organization while being sensitive to the competing needs of internal and external stakeholders;
- A **strong collaborator**, adept in identifying opportunities and taking action to build strategic relationships to help achieve the organization's goals.
- Able to identify and **understand complex problems, makes decisions, exercise good judgment, and formulate action plans** in a proactive and collaborate manner.

# Application Process

## *Application Process*

If you are interested in this exciting employment opportunity, please complete an application and supplemental questionnaire online @[www.acgov.org/hrs](http://www.acgov.org/hrs) by the final filing deadline:

### **Last Day for Filing:**

Tuesday, July 21, 2015, 5:00 p.m.

## *Examination Steps*

1. Review applications to verify minimum qualifications;
2. Screening of applications and supplemental questionnaires to select the best qualified candidates; those candidates considered "best qualified" will move forward to the next step in the exam process;
3. An oral interview, weighted as 100% of the final examination score.

## *Supplemental Questions*

A properly completed Supplemental Questionnaire must be submitted with each application.

1. Tell us about a complex program budget that you developed that required leveraging resources against State, Federal, or other funds. What steps did you take? What challenges did you face? What was the impact and outcome to the program?
2. Describe your most noteworthy accomplishment in negotiating a contract for a public agency. Provide some background on the situation and tell us what you did. What was the result?
3. Tell us about your most recent experience in managing the accountability and reporting requirements for agency grants and contracts. Please give us a specific example.

*\*Candidates must attain a qualifying rating on each portion of this examination.*

*\*We reserve the right to make changes to the announced examination steps*

## *Additional & Contact Information*

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[www.acgov.org/hrs](http://www.acgov.org/hrs)



Human Resource Services

*Alameda County is an equal opportunity/ADA employer.*

