



COUNTY OF LOS ANGELES OFFICE OF THE ASSESSOR



*Valuing People
and Property*

INVITES RESUMES FOR **ADMINISTRATIVE DEPUTY II (UNCLASSIFIED)**

MONTHLY SALARY: \$10,037.94 - \$15,193.24

FILING PERIOD

March 6, 2017 @ 8:00 a.m. PST – Until the needs of the service are met and is subject to close without prior notice.

The Los Angeles County Assessor is an elected official governed by the California Constitution and the rules adopted by the State of California Board of Equalization. The Office of the Assessor is responsible for valuing more than 2.6 million secured and unsecured property assessments, valued at over \$1.2 trillion, including approximately: 1.8 million single-family residences and condos; 249,000 commercial-industrial properties; 247,000 residential/rental income parcels; and 277,000 business equipment and fixture assessments.

POSITION OVERVIEW

The Office of the Assessor is currently seeking a highly qualified **Administrative Deputy II (UC)** to join our Executive Office. The Administrative Deputy II reports to the Assistant Assessor and is responsible for directing internal administrative and operational functions for the Administrative Services Division. The ideal candidate for this position should have strong technical, management, and leadership skills, specifically in human resources and finance. The ideal candidate should also be able to effectively collaborate with internal divisional staff, as well as external departmental staff in order to ensure fiscal alignment. Finally, the ideal candidate should have a track record of implementing strategies that improve the effectiveness and efficiencies of an organization.

EXAMPLES OF DUTIES:

- Oversee the development and implementation of departmental goals and objectives for Administrative Services sections such as Human Resources, Finance, Facilities and Materials Management, Contracts and Training.
- Design and implement strategic planning initiatives and provide direction for administrative operations to effectively meet current and future organizational administrative needs.
- Formulate, implement, and enforce administrative policies for the department; oversee long and short term planning and policy development with an emphasis on administrative services and operations.
- Make recommendations to Executive Management and implement changes designed to improve employee recruitment, development and succession planning efforts.
- Initiate and direct highly complex administrative studies of departmental operations and procedures, direct the preparation of reports, and implement new and revised policies and procedures based on study findings.
- Ensure performance management processes are in compliance with countywide initiatives, and serve as final review for appeals, evaluations and disciplinary action.
- Direct the preparation and analysis of the department's budget and participate in budget negotiations and presentations.

- Direct the planning, development, and administration of the department's fiscal operations including the collection of revenue and control expenditures.
- Review studies involving the funding of County programs and other highly complex and sensitive research assignments used for budget forecasting, trending, and cost benefit analysis.
- Direct the development, administration, and management of the department's contracting operations and activities.
- Oversee the procurement, warehousing, inventory control, and supply distribution operations; evaluate and recommend to executive management policies, procedures, instructions and guidelines for the effective operation of the departmental materials management and procurement systems.

MINIMUM REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, Management, Finance or a closely related field, and:

- Two years of highly responsible experience supervising administrative staff in areas such as human resources, finance, budget or contracts; one year of which must have been at the level of the Los Angeles County class of Administrative Services Manager III or higher.

-OR-

- Five years of progressively responsible administrative experience in the analysis and resolution of problems in areas such as financial management, organization, programs, personnel, budget, or systems and procedures; two years of which must have included managing county administrative functions such as human resources, finance, budget, or contracts at the level of the Los Angeles County class of Administrative Services Manager III or higher.

License:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirable Qualifications:

- Extensive knowledge and understanding of human resources management principles, including awareness of current trends.
- Demonstrated knowledge and experience with employee relations procedures and employee grievance process.
- Knowledge and experience in preparing County budget and monitoring expenditures; interpreting legislation related to grant funding and governmental finance.
- Experience working with County officials and representatives from outside agencies in the implementation of County services and programs.
- Demonstrated knowledge and experience providing financial and administrative services in the public sector.
- Thorough knowledge of contractual or fiscal procedures, including demonstrated experience in the analysis, preparation, procurement, and evaluation of a multitude of service-related contracts.
- Experience in the preparation and execution of strategic plans.

FILING INSTRUCTIONS

Qualified candidates are invited to submit a statement of their interest, a resume detailing their education and training, positions held, current salary and special qualifications.

Resumes should include the following information:

1. Names of schools, colleges, or universities attended, dates attended, degrees earned, and field of study. Please enclose verification of degree(s), licenses, and certificates along with the resume.
2. The name of each employer, job title, scope of responsibilities, and dates of employment.
3. Information required to determine if candidate meets the Minimum Requirements and Desirable Qualifications sections of this recruitment announcement.

Please submit all materials via email to:

Angelia Fleming
Office of the Assessor
Phone: (213) 974-3101
Email: afleming@assessor.lacounty.gov
Subject: Administrative Deputy II (UC)

SELECTION PROCESS

Each candidate's background will be evaluated on the basis of information submitted to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. Only the names of the most highly qualified candidates will be submitted to the Chief Deputy and Assistant Assessor for an interview and final selection.