



The Department of Personnel Services, Employment Services Division announces the exam for:

Chief of Departmental Administrative Services

Exam # 27681-A

There is an additional 3.35% Management Differential which is added to the posted salary for this class.

Approximate Monthly Salary: \$10,932.42 - \$12,052.98

DESCRIPTION

The Chief of Departmental Administrative Services performs a wide variety of management and administrative duties which involve responsibility for the administrative activities of a highly complex department, including the department's budget and fiscal affairs; participating in management activities; providing the full range of administrative support services; and supervising, through subordinates, a staff of positions in the administrative services officer, administrative analyst, accounting, technical and clerical classes.

MINIMUM QUALIFICATIONS

Either: 1. Two years of experience in Sacramento County service in the class of Administrative Services Officer III, and/or Senior Administrative Analyst.

Or: 2. Two years of administrative experience at the advanced journey or supervisory level or higher; such experience must be comparable to and at a level equivalent to or higher than the duties of Administrative Services Officer III as described in the Distinguishing Characteristics and Examples of Duties for that class; and (2) **must include** duties in budget preparation, analysis, monitoring and control; analysis and development of organization, policies, and procedures; development, analysis, and supervision of administrative projects; and supervision of an administrative, technical and clerical staff engaged in these activities.

Please refer to job announcement for cut-off dates.

(Final cut-off is at 5:00 PM on November 12, 2020)

Please see job announcement for important testing information. This communication is a courtesy announcement only and is not meant to replace the full job announcement. Please view the official job announcement for all requirements and testing information. The full job announcement and online application is available for viewing on our website at www.saccountyjobs.net.

IMPORTANT REMINDER REGARDING PROVISIONAL APPOINTMENTS

- Provisional employees in this class should file for this examination.
- Individuals in provisional positions must be reachable on the eligible list to be considered for permanent appointment.
- If a provisional is not reachable, it is the appointing authority's responsibility to take the appropriate action to terminate the appointment. Civil Service Rule 7.5 states, "Provisional appointments shall terminate within twenty (20) calendar days after the date on which the eligible list is established."