

Bulletin Number	2049BR
Type of Recruitment	Transfer Opportunity
Department	Treasurer and Tax Collector
Position Title	ADMINISTRATIVE SERVICES MANAGER II
Filing Type	Standard
Filing End Date	01/14/2011
Filing End Time	5:00 pm PST
General Information	<p>The ideal person for this position is very organized, demonstrates a thorough understanding of County fiscal policies, has the ability to manage and monitor the resources necessary to achieve the Department's objectives, consistently uses good judgement in emergencies and high-pressure situations, demonstrates a high degree of professionalism, and has excellent written and oral communication skills.</p>
Requirements	<p>Currently holding the payroll title of Administrative Services Manager II - OR -Two years' experience at the level of Administrative Services Manager I.</p>
Desirable Qualifications	<ul style="list-style-type: none">• Knowledge of and/or experience utilizing eCAPS Financials.• Supervising staff within the service of Los Angeles County.• Extensive computer software experience to include knowledge of Excel, Access, and other programs in the Microsoft Office Suite.• Excellent oral and written communication skills.• Budget and/or Fiscal experience within the last five years in the service of Los Angeles County.
Duties	<p>Under the direct supervision of the Departmental Finance Manager II, this position is responsible for supervising six technical staff conducting daily operations, including preparing annual budget requests, preparing budget status reports for submission to the Chief Executive Office, monitoring revenues and expenditures, processing contract and vendor payments, and preparing billings to other County departments and agencies for services provided.</p>
Vacancy Information	<p>Treasurer and Tax Collector is located inside the Kenneth Hahn Hall of Administration building located at 222 N. Grand Avenue - Rm. 490, Los Angeles, CA 90012. Interested employees who meet the requirements listed should submit the following documents to the address listed above: current resume, last 2 years Performance Evaluations and 2 years Prime Variance Time History report, Attn: Fanita Morris.</p> <p>All submitted material will be evaluated. Only the most qualified employees will be contacted for an interview.</p>
Available Shift	Day
Contact Name	Fanita Morris
Contact Phone	213-974-7183
Contact Email	fmorris@ttc.lacounty.gov
Job Type	Professional