The County of Santa Clara
Invites applications for
FINANCIAL AND ADMINISTRATIVE SERVICES MANAGER
OFFICE OF THE COUNTY COUNSEL
An Executive Leadership Career Opportunity

The Office of the County Counsel is the legal counsel for the County of Santa Clara, including the Board of Supervisors and all County agencies and departments, as well as certain school districts and special districts within the county. Just as a large company utilizes its in-house counsel, the County relies on the Office of the County Counsel for the full range of legal services, covering a broad spectrum of practice areas. The Office’s 110 attorneys handle issues in areas including but not limited to health care, public finance/taxation, real estate, affordable housing, and government ethics, as well as nearly all of the County’s civil litigation, including employment, personal injury, breach of contract and civil rights, and social justice and impact litigation. The Office also provides all day-to-day legal services expected from any in-house attorney, including advice and counsel regarding how to navigate emerging areas of law, and negotiation and drafting of contracts and other legal agreements. As public law attorneys, the Office’s work covers a wide array of policy matters that significantly affect the health, safety, and well-being of the County’s 2 million residents.

The Office is committed to providing the highest quality legal service, advancing the County’s mission to support and protect all County residents, and being a national leader in public-sector law practice. For more information on the Office’s work and accomplishments, CLICK HERE

County of Santa Clara
70 West Hedding Street, San Jose, CA 95110

The County of Santa Clara is an Equal Opportunity Employer and values diversity at all levels of the organization.
The role of the Financial and Administrative Services Manager is to plan, organize, direct and coordinate the central administrative services functions of the Office of the County Counsel to assist management in the formulation and implementation of administrative policies and procedures.

Positions allocated to this level provide over-all direction to a large number of professional, technical and clerical support staff primarily through subordinate supervisors. Positions have responsibility for a major administrative and business management function providing either, or a combination of, a large number of comprehensive activities or several highly complex activities. This is an executive management position.

The position performs/oversees the day-to-day operations of administrative and fiscal functions for the Office of the County Counsel, supervising many staff and performing diverse activities including development of the annual Office budget submittal and oversight of budgetary and accounting activities and fiscal oversight; personnel, IT, preparation of board transmittals, purchasing, facility management, and policy implementation. Performance of these duties requires familiarity with a broad range of programmatic activities.

**DESIRABLE CHARACTERISTICS**

We seek an individual who is passionate about public service, is a thoughtful strategist and problem-solver, and possesses excellent judgment to assess the business, social, and political context within which problems must be resolved. The ideal candidate will: have a demonstrated history of hard work and dedication; have a high level of integrity and honesty; be self-motivated and willing to take ownership of any matter; possess a demonstrated capability of managing and mentoring others; have excellent follow-through and time management; demonstrate strong interpersonal and communication skills to promote a team environment; and be able to both multi-task and concentrate in the midst of rapidly changing circumstances and demands.
ABOUT THE COUNTY

Santa Clara County, sometimes referred to as “Silicon Valley,” is unique because of its combination of geographic attractiveness and social diversity. With its numerous natural amenities and one of the highest standards of living in the country, it has long been considered one of the best areas in the United States to live and work.

The County’s population of 1.92 million is the largest in Northern California, one of the State’s most heterogeneous, rich in ethnic and cultural diversity, and enjoys access to all of the attractions of the San Francisco Bay Area. The elected Board of Supervisors establish policies to address issues that affect the day-to-day operation of County government and is responsible for an annual operating and capital improvement budget of more than $9 billion. It adopts ordinances that affect unincorporated communities and oversees the budget. The County operates under a “charter” form of government, which gives the County substantial responsibility and authority. Under this charter, the Board appoints a County Executive to administer County Government. Santa Clara County is the third largest employer in Silicon Valley with approximately 22,000 employees.

RESOURCES

Santa Clara County Website  www.sccgov.org
About Santa Clara County  www.sccgov.org/sites/scc/pages/about-the-county.aspx
San Jose Neighborhoods  www.sanjose.org/neighborhoods
Housing  www.sccaor.com/housing-stats/
Schools  http://publicschooldirectory.sccoe.org/
San Jose Convention and Visitors Bureau  www.sanjose.org/
Santa Clara County Parks  www.parkhere.org
It is anticipated that this recruitment will close TUESDAY, FEBRUARY 4, 2020

To qualify for this exceptional opportunity, please attach the following along with your online application:

- Responses to the online supplemental questions
- Résumé
- Letter of interest explaining why you are the ideal candidate, including specific examples from your experience.

Thorough referencing and a background investigation will be conducted once mutual interest has been established. Prior authorization from the finalist will be obtained by Executive Services.

This recruitment requires the submission of an online application. Click Here to apply.

The filing period may be extended further or closed as early as 10 days from the issue date if necessary. Please monitor our website for updated closing information.