



[Administrative Services Manager](#)

The Scotts Valley Fire Protection District is seeking an experienced, collaborative, and visionary team member to join this forward-thinking organization to lead its Administrative Division. This is a great opportunity to bring your ideas and experience to help advance the division to meet the challenges of today and the future. This new key-organizational-leader will be given the freedom to lead the Division to meet the current and future service demands while looking for efficiencies to best serve our community.

Scotts Valley is known by many for being a great place to live and work. Tucked in the Santa Cruz mountains off of Highway 17, Scotts Valley offers small-town living within reach of the coastal beaches 10 minutes to the west, and the conveniences of the Bay area 30 minutes to the east. It is also known for its parks, restaurants, and access to Henry Cowell Redwoods State Park.

[The Scotts Valley Fire District](#)

Established in 1958, the Scotts Valley Fire District provides fire and paramedic-level emergency services to the nearly 24,000 residents of the City of Scotts Valley, Branciforte, Pasatiempo, and the adjacent unincorporated areas of Santa Cruz County. The District operates out of two of its three stations and across 32 square miles with a team of 31.65 full-time staff including firefighters, chief officers, deputy fire marshal, and administrative staff. The District is governed by a five-person Board of Directors and the Fire Chief serves as the District's General Manager. The Fire Chief joined the District in July 2023 and is looking for the right person to fill the shoes of the previous skilled Manager who served in this position for 25 years.

[The Administrative Services Manager](#)

Under direction of the Fire Chief, the Administrative Services Manager directs the operations and services of the Administrative Office while performing complex and essential functions of Human Resources, Finance, Health Benefits Officer and Recording Board Secretary. The Administrative Services Manager is a confidential employee who oversees a talented and experienced team of Administrative Office staff which includes one full time and part time Administrative Accounting Specialist.



SCOTTS VALLEY FIRE DISTRICT

This tight-knit organization values a family-like atmosphere and encourages a supportive culture in pursuit of its mission to provide exceptional levels of service to the community. The organization is evolving through the use of evidence based best practices and performance management to reaffirm the levels of service being provided are at a level of excellence.

As such, the ideal Manager will have strong public-sector experience with a background in administration, finance, benefits administration, and/or office management procedures. They will be a hands-on member of the administrative team with excellent organizational skills, keen attention to detail, strong customer service skills, and the ability to prioritize many competing interests to meet deadlines. This career opportunity is ideal for someone who is a team-oriented and collaborative leader that wants to create an efficient and effective key department in the Fire District.

For minimum qualifications and more information about the position, please see the [Job Description](#).

Preferred Qualifications

Bachelor's Degree in finance, accounting, business administration or a closely related field.

Supervisor and/or Management experience in a governmental organization of similar or larger size and complexity.

Compensation & Benefits

Monthly Salary: \$7,027.09 - \$7,746.89 increasing by 4% on July 1, 2024

Educational Incentive: Associates Degree \$150 or Bachelor's Degree \$200 per month

Three weeks of Vacation, 12 Holidays, Sick Leave, and 24 hours of Personal Leave per year.

(The district is on a bi-weekly pay schedule – wages and leave benefits are prorated to this schedule)

Health, Dental, and Life Insurance:

- 97% of the amount of Bay Area PERS Choice PPO Plan for self and dependents for healthcare options provided by PERS Medical Plans, or in-lieu-of-healthcare benefit if insured through a different provider
- 100% Delta Dental insurance for employee and dependents
- \$55,000 Life Insurance Policy



SCOTTS VALLEY FIRE DISTRICT

The District contracts with CalPERS for retirement benefits with a 2% at 55 years of age for classic members and 2% at 62 years of age for new/PERPRA Members

Other benefits can be found in the District's Confidential Employee's Memorandum of Understanding attached.

How to apply:

Interested candidate should submit a resume, cover letter, and District Employment Application not later than 12 PM on March 28, 2024. Applicants should submit documents electronically to mcorreira@scottsvalleyfire.com, or deliver a paper copy to the Scotts Valley Fire District Headquarters at 7 Erba Lane, Scotts Valley CA. The application packets will be reviewed and the most qualified applicants will be invited for an interview and assessment center. Candidates should be aware the following dates have been confirmed and applicants should plan accordingly:

- Recruitment Closing date: 12 PM, March 28
- Onsite Interview/Assessment Center:
April 1st - Onsite Interview Panel and Testing
April 2nd – Onsite Second Interview for top candidates
- Final Interview: Onsite April 8th, 2024

Please do not hesitate to contact Fire Chief Mark Correia directly at mcorreira@scottsvalleyfire.com, or at (831) 212-2022 if you have any questions regarding the position.