



JOIN OUR TEAM!

Office Supervisor / Administrative
Services Analyst

Apply by: April 25, 2024

THE POSITION

The Scotts Valley Fire Protection District is seeking a collaborative and visionary team member to join this forward-thinking organization to lead its Administrative Office. This position is under review and future growth opportunities could be realized for the right candidate. This is a great opportunity for someone to bring their ideas, help advance the division to meet the challenges of today and the future, and grow into a position of more responsibility in the future.

This position is a working-supervisor position who coordinates a balance of finance and human resources duties. Duties include CalPERS reporting and compliance, employee onboarding, healthcare benefits administration, payroll, researches and develops financial charts for budget planning, implements payroll changes in accordance with labor agreements, and serves as Recording Board Secretary to the five-person Board of Directors. The use of office computer software, with an emphasis on Microsoft Excel and Word, is a crucial skill in this role. The Office Supervisor / Administrative Analyst is a confidential employee who oversees a talented and experienced team (1.5 FTE) of cross-trained Administrative Accounting Specialists with one specializing in accounts payable/receivable and the other in payroll.

This new supervising team member will be given the freedom to evaluate and evolve the Division to meet the current and future service demands while looking for efficiencies to best serve the community. This is a great opportunity for someone who wants to build an efficient team, make recommendations for future needs of the office, and grow in a manager supervisory position.

THE ORGANIZATION

Tucked in the Santa Cruz mountains off of CA Highway 17, the Scotts Valley area 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.

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, and the adjacent unincorporated areas of Santa Cruz County. The District operates out of two fire stations and serves an area of 32 square miles with a team of 31.65 full-time staff including firefighters, chief officers, deputy fire marshal, and administrative staff. The District's operating budget is \$14.3 million. 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.

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 Supervisor will have previous public-sector experience with a background in administration, CalPERS administration, benefits administration, and or office management procedures. They will have the opportunity to grow into the position, and evolve the position and division to meet service demands, develop their staff, while collaborating as a key partner of the executive leadership team.

MINIMUM QUALIFICATIONS

Legal right to work in the United States

Valid California Driver's License (and ability to be insured by the District)

High school diploma or G.E.D Certificate

Proficiency in Microsoft Word and Excel

PREFERRED QUALIFICATION

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

Past administrative experience in a governmental organization of similar or larger size and complexity.

Supervisory experience is a plus.

COMPENSATION AND BENEFITS

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

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

The District contracts with CalPERS for retirement benefits

Three weeks of vacation, 12 holidays, and 24 hours of Personal Leave per year.

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

Other benefits can be found in the District's Confidential Employee's Memorandum of Understanding. Although not listed, this position is under review and subject to the benefits found in the MOU.

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