



JOB ANNOUNCEMENT

Exciting Career Opportunity!

MANAGER OF ADMINISTRATIVE SERVICES

\$97,344-\$156,832 Annually
Plus Excellent Benefits

The Position	<p>The Stanislaus Council of Governments (StanCOG) is seeking a highly skilled Manager of Administrative Services to lead the agency’s Human Resources department, office operations, administrative support, event planning, and public information functions. The position is a member of the executive management team, provides confidential and complex support to the Executive Director, and serves as the clerk to the Board. Excellent verbal and written communication abilities, strong organizational and strategic skills, and the ability to work in a fast-paced, dynamic team environment is required.</p>
Benefits	<p>StanCOG offers an exceptional benefits package including participation in StanCERA Retirement Association, generous group health, dental, vision and life insurance, paid time off for vacation and sick leave, a flex schedule and more!</p>
Ideal Candidate	<p>The ideal candidate will have a fundamental understanding of local government operations and enjoy contributing to a collaborative culture and influencing progress by offering new solutions and ideas.</p> <p>The ideal candidate should also:</p> <ul style="list-style-type: none"> • Possess Human Resources Generalist skills, leadership abilities, be a skilled administrative professional, strategic thinker, and creative and resourceful problem solver; • Be a highly organized multi-tasker who can follow through in a timely manner on detailed assignments; • Have the ability to work with independence while under the general direction of the Executive Director, with resourcefulness, tact, and discretion; • Be an enthusiastic, positive team player with effective interpersonal skills necessary to interact with elected officials, management, staff, and the public; and supervise a small staff of direct reports; • Be an effective communicator with good speaking and writing skills.
Education & Experience	<ul style="list-style-type: none"> • Education: Bachelor’s degree with major course work in business administration, public administration or closely related field; and • Experience: Minimum of four years of increasingly responsible administrative experience, with at least one year of experience in a supervisory or management position.

<p>Duties</p>	<ul style="list-style-type: none"> • Provides highly responsible administrative and analytical support to the Executive Director and the Policy Board; • Conducts Human Resources Generalist duties such as staff recruitment, compensation, classification, and benefits administration, staff relations, development, training, and performance appraisal activities; • Manages the development, distribution and timely posting of agenda packets for Policy Board and Advisory Committee meetings, ensuring compliance with the requirements of the Brown Act; • Oversees, plans and organizes activities related to office operations, supplies/equipment inventory, IT services, administrative support, and records management; • Oversees public information and records including the agency website and social media; • Manages preparations for public meetings, workshops, and other outreach activities; • Attends and participates in assigned meetings.
<p>About StanCOG</p>	<p>StanCOG is the federally-designated Metropolitan Planning Organization (MPO), state-designated Regional Transportation Planning Agency (RTPA), and Local Transportation Authority (LTA) for the Stanislaus region of Northern California. StanCOG provides the forum that brings mayors, city council members and county supervisors together to work on regional transportation issues in a setting that promotes the involvement of the public in the planning and project delivery process. With the passage of the Measure L transportation sales tax measure on the ballot in November 2016, StanCOG became a 'self-help county' and administers an approximately \$960 million program of projects for transportation needs within Stanislaus County for the 25-year period from 2017-2042.</p>
<p>Application Process</p>	<p>Email your resume, cover letter and application (available at www.stancog.org/employment/) to HR@Stancog.org.</p> <p>For further information, please contact Human Resources at 209-525-4634.</p>