

# Market Range Detail - Administrative Services Director - County

## Effective Date

February 10, 2010

## Market Range Title Description

Under the direction of the County Manager, this position is responsible for the management and coordination of the County Manager's office and the Constables Department. The Director is responsible for planning, directing, implementing, and achieving department strategic goals and objectives in support of the County Manager and Board of Supervisors' missions. The Director serves as a high-level assistant to the County Manager and as a liaison with the Board of Supervisors, elected officials, department directors, employees, other jurisdictions, and the general constituency. Additional responsibilities include: overseeing the administration of the County Manager's Office including Government Relations, Justice Systems Coordination, Office of Diversity, and the Office of Communications; planning and directing the implementation of County-wide policies and programs; researching and resolving complex administrative and operational issues; overseeing and directing the Constables; analyzing issues and providing recommendations related to the administration and operations of the Constables ensuring that professional conduct and standards are maintained; working with the Diversity Director and County Manager to increase diversity awareness and implement diversity programs; providing leadership to the National Urban Fellowship interns; overseeing and implementing special projects; representing the County Manager at meetings; analyzing organizational processes and issues and providing recommendations; analyzing and resolving constituent issues, concerns, and questions; managing subordinate staff; directing the preparation and approval of the department's budget and strategic plan; overseeing all department personnel actions and issues; working closely with other jurisdictions and organizations on issues related to the County. The Director reports to the County Manager.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$41.44	\$53.56	\$65.68

## Likely Minimum Qualifications

- Bachelor's degree in public administration, business administration, or related field
- Minimum of 5 years of professional administration experience including 3 years of management and/or supervisory experience
- Master's degree in Public Administration preferred
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

## Working Titles

- Administrative Services Director

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.