



**COUNTY OF RIVERSIDE
HUMAN RESOURCES
DEPARTMENT
INVITES APPLICATIONS FOR THE
POSITION OF:**



**Director, Sheriff's
Administrative Services**

SALARY

\$66.08 - \$113.93 Hourly
\$11,453.16 - \$19,747.73 Monthly
\$137,437.87 - \$236,972.74 Annually

THE POSITION



**SHERIFF'S
DEPARTMENT**

The Riverside County Sheriff's Department seeks an experience executive leader to be the Director, Sheriff's Administrative Services. This position, plans, organizes, and manages the administrative support services within the Sheriff/Coroner/Public Administrator's Department including fiscal and operational management, accounting, personnel management, long range planning, management information systems, oversight of special projects, organizational/management studies and general administration.

This Director, Sheriff's Administrative Services reports to the Sheriff/Coroner/Public Administrator and serves as part of the senior management team. Through subordinate managers, the incumbent is responsible for the administration and direction of diverse operations and functions, which may include facility acquisition, operations, and services, capital improvement projects; development and maintenance of a multiple-funded payroll records and facility operations. Additionally, the incumbent also manages functions or programs such as grant applications, contract negotiations, financial planning, cost recovery, revenue generation, and procurement administration.

The selected candidate will be:

- An innovative problem solver who seeks out complex opportunities to implement efficiencies and best practices and creatively synthesizes problems to create various outcome possibilities
- A change agent that is not afraid to challenge the status quo to rethink and retool how the department views its budget
- A dynamic communicator who will revise the methods and style of the delivery of complex budget information to the public, executives, and internal staff in a manner that easy to consume to administer action items
- One who demonstrates gravitas and strong political and business acumen

- Collaborative and agile, yet decisive and resolute to drive transformational results
- Draws from a strategic finance background to make sound decisions in the face of difficult political or market environments

Meet the Team!

The law enforcement professionals of the Riverside County [Sheriff's Department](#), with a staff of over 3,600 dedicated men and women, cover the expanse of over 7,300 square miles in southern California. The Sheriff's Department is dedicated to serving the citizens of its communities with integrity, professionalism, leadership, and loyalty and believes in service above self.

EXAMPLES OF ESSENTIAL DUTIES

Depending on the area of assignment, duties may include, but are not limited to, the following:

- Manage, plan, direct, assign, and supervise the programs, procedures, and personnel of the Administrative Services Unit or a major functional division of the Department.
- Assist the Sheriff/Coroner/Public Administrator in planning and developing all policies, programs and procedures of the Sheriff's Department that relates to administrative services.
- Confer regularly with the Sheriff/Coroner/Public Administrator on the implementation of policies, programs, and procedures for the Administrative Services Unit.
- Assist in establishing and implementing organization policies and procedures; monitor their effectiveness; and make revision or recommendations for improvement as appropriate.
- Direct and coordinate the fiscal and analytical operations, which may include, but are not limited to, the functions of fiscal control, accounting, purchasing, personnel, grant preparation and analysis, contract administration, and capital improvement.
- Conduct or direct complex studies pertaining to a variety of administrative and operational problems; determine actions appropriate for improvements; advise management on findings and methods of effective solution.
- Prepare or supervise the preparation of the budget; review and analyze budget of various programs or departmental functions; review and make recommendations on expenditure requests and budget variances; ensure compliance with local, state, and federal laws, rules, and regulations.
- Negotiate and monitor city and/or special district contracts for services; credit property taxes and redevelopment monies against invoices for services; and coordinate contract language with County Counsel.
- Draft, review, interpret, and analyze new and proposed administrative legislation relative to department functions and operations; analyze bills before the State Legislature for effect and cost to department services having statewide application; take appropriate action to ensure compliance with existing rules and regulations.

- Review, coordinate, monitor and supervise performance of administrative sections, including cost recovery, to ensure effective and efficient operations.
- Prepare funding documents and Form 11s for Board of Supervisors' approval.
- Prepare response to lawsuits, media requests for information; represent the Sheriff/Coroner/Public Administrator in staff and budget meetings with city councils, Board of Supervisors, and others.
- Attend and represent the department at various governmental and citizen group meetings; make presentation on various programs and services provided.
- Manage and direct personnel actions; interview; recommend candidates for employment; assign, train, and evaluate subordinate supervisors and other personnel; define and resolve complex work problems; establish work standards and operational objectives in assigned areas of responsibility.
- Regularly evaluate the efficiency of operations, the morale and discipline of employees, and the condition of physical facilities and equipment of the division assigned and for the department in general.
- Supervises the maintenance of records; analyze information and prepare reports.
- Personally perform the more responsible and difficult administrative tasks and other special technical activities.
- Evaluate the performance of employees, the need for training of department personnel, and personnel and equipment requirements; assist the Sheriff/Coroner/Public Administrator in preparing the annual department budget.
- Speak to public groups and attend conferences and meetings.

MINIMUM QUALIFICATIONS

Education: Possession of a Bachelor's degree from an accredited college or university, preferably with a major in public or business administration, economics, finance, or a related field.

AND

Experience: Five (5) years of managerial experience which must have included three years of experience supervising management professionals and administering the following three managerial functions:

1. Budget Preparation including the preparation of line item and program budgets, program budget narratives; the development of performance indicators, projection of revenues, and justifying and explaining the budget to Board of Commissioners, and/or County Board of Supervisors, and/or City Councils, Financial Management and Auditor and Controller staff.
2. Personnel Administration including forecasting departmental personnel needs; providing guidance and recommendations to appointing authorities and top managers on the selection,

recruiting and management of employees; managing grievances and disciplinary matters; and payroll supervision.

3. Fiscal Management including the review and monitoring of budget updates, management of actions necessary to balance budget, anticipation of revenue changes, and the conduct of cost benefit studies.

Knowledge of: Organizational structures and relationships of public administration and government entities (county, State, federal, and local jurisdictions); federal, State and local ordinances and laws governing department to which assigned; management principles including financial, budgetary, cost/benefit analysis, payroll administration, management information systems, supervision and performance evaluation.

Ability to: Analyze, plan and direct budget preparation; develop, monitor, and direct a fiscal system which complies with various local, State, and federal laws, rules, and regulations; analyze organization, administration, and budgetary matters and recommend effective courses of action; plan, organize, and direct the activities of varied Sheriff and administrative functions; audit and evaluate programs and projects; implement and enforce departmental policies and philosophy; establish and maintain effective working relationships within the county and State and with representatives of other entities; communicate clearly and concisely, and make effective presentations of information, findings, and recommendations.

APPLICATION PROCESS

Read this posting for instructions on how to apply. For specific questions regarding this position, contact the recruiter. Postings may close at any time without notice.

All employment offers are contingent upon successful completion of a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, including fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

REQUIRED PROBATIONARY PERIOD - As an Approved Local Merit System, the County of Riverside requires all new regular or seasonal employees to serve an initial probationary period, the duration of which is indicated in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.

The County of Riverside is an Equal Opportunity Employer. It is the policy of the County of Riverside to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (cancer and genetic characteristics), genetic information, or denial of medical and family care leave, or any other non job-related factor.

REASONABLE ACCOMMODATIONS - The County of Riverside is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the recruiter for the position noted above. For additional information and/or to obtain the appropriate form for requesting a reasonable accommodation, please visit the Disability Access Office web page located at: <http://dao.rc-hr.com/>.

SUPPLEMENTAL INFORMATION

Veteran's Preference

The County has a Veteran's Preference Policy. Upload a copy of your (or your spouse's) Member-4 Form DD-214 indicating dates of service, and a copy of your spouse's letter of disability (if applicable) with your application. For privacy reasons, it is recommended that you remove your social security information from the document(s). A Human Resources Representative will review the materials and determine if you qualify for veterans' preference. See the policy [here](#).

Reasonable Accommodations

The County of Riverside is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the recruiter for the position noted above. For additional information and/or to obtain the appropriate form for requesting a reasonable accommodation, please visit the Disability Access Office web page located at: <http://dao.rc-hr.com/>.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (5) of the County Management Resolution and serves at the pleasure of the Sheriff/Coroner/Public Administrator.

This class has been deemed eligible for the Performance Recognition Plan as set forth under Article 3, Section 311(A) of the County Management Resolution. Program eligibility requires employees to be in a leadership position, manage other employees or programs, and have significant influence on the achievement of organizational objectives.

What's Next?

This recruitment is open to all applicants.

Applicants who are current County of Riverside employees and/or current employees of the Sheriff's Department may be considered before other applicants depending on the volume of applications received.

Qualified applicants may be considered for future vacancies throughout the County. Based on the number of applications received, this posting may close without notice.

For more information regarding the position, please contact the recruiter Ashley Voegele at (951) 955-5736 or via email at avoegele@rivco.org.

APPLY ONLINE AT:
<http://www.rc-hr.com>

County Admin. Center P.O. Box 1569, 4080 Lemon St., 7th
floor
Riverside, CA 92502-1569

DIRECTOR, SHERIFF'S ADMINISTRATIVE SERVICES
Ashley Voegele

Issue Date: 03/24/23

Note: Riverside County does not accept paper resumes or employment applications.