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Bulletin Number 14716BR

Type of Recruitment Transfer Opportunity

Department Registrar-Recorder/County Clerk

Position Title ADMINISTRATIVE SERVICES MANAGER II

Additional Title APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY FAX, EMAIL, OR IN PERSON WILL NOT BE ACCEPTED.

Filing Type Open Continuous

Filing End Time 5:00 pm PST

General Information **[Must be a permanent employee of the County of Los Angeles currently holding the payroll title of Administrative Services Manager II with two \(2\) years of PROCUREMENT experience.](#)**

The Department of Registrar-Recorder/County Clerk, Administration Bureau, is currently seeking a highly qualified Administrative Services Manager II to fill a vacancy in the Finance and Management Division.

Qualified candidates who meet the [Requirements \(please read "Requirements" Section below\)](#) are invited to apply by submitting an application **ONLINE ONLY** and fax or email supporting documents at the time of filing:

1. A resume with cover letter and employee number;
2. Copies of last three Reports of Performance Evaluation;
3. Copies of past two years' Time History Report;
4. Two writing samples (One page single spaced).

Requested materials should be emailed to hrrecruitment@rcc.lacounty.gov or faxed to (562) 462-1373 Attention: Andrea Cortez. In your email or fax, please provide your name, phone number, and position title.

All submitted documents will be evaluated. Only the most qualified candidates will be scheduled for an interview. The cover letter and resume should clearly outline how the employee meets the requirements and desirable qualifications. Successful candidates must complete a background review which includes a review of their official personnel folder and reference check.

Requirements **[Must be a permanent employee of the County of Los Angeles currently holding the payroll title of Administrative Services Manager II with two \(2\) years of PROCUREMENT experience.](#)**

Desirable Qualifications The ideal candidate possesses the following demonstrated knowledge, skills and abilities:

1. Ability to work independently with minimal supervision and abilities in organizing and prioritizing multiple assignments in a fast-paced environment.
2. Experience in working effectively with all levels of staff and management, public and private organizations, government agencies, community agencies or County departments.
3. Experience in the eCAPS Procurement Module and operation processes.
4. Excellent verbal and business writing skills.
5. Excellent working knowledge of computer software, including but not limited to, e-HR, eCAPS, Excel, Microsoft Word, Access, and PowerPoint.

Duties

- Direct supervision of eight staff responsible for procurement and warehousing operations, including indirect supervision of four warehouse staff;
- Researches and identifies vendor sources and maintains vendor relations to develop complex specifications and agreements as well as reviews bids and conducts comparative analysis;
- Processes blankets and direct purchase orders, prepares and reviews sole-source requisitions, and maintains records and controls of the Department's acquisition process;
- Processes and approves requisitions on the Electronic Countywide Accounting and Purchasing Systems (eCAPS) to procure critical, time sensitive Departmental fixed assets, information technology, and election related products or services in compliance with the new and established County and Departmental purchasing guidelines and requirements;
- Assists with Departmental special projects and following-up with vendors to resolve short shipments, back orders and discrepancies;
- Ensures stock levels are replenished in a timely manner, inventory counts are current, and reports are thorough and accurate;
- Maintains the 54 departmental Vehicle Fleet, capital and non-capital asset inventories and schedules the preventive maintenance and repair services for business machines at departmental headquarters and district offices;
- Analyzes highly complex operational, financial, program and other issues and makes recommendations on appropriate courses of action;
- Participates in the development of options and solutions that meet objectives that best balance the interest of various stakeholders;
- Develops and/or recommends the development of major

programs or policies to address problems or improve operations by applying the results of research and analysis of pertinent information in order to ensure the highest likelihood of success;

- Prepares a variety of documents (e.g., reports, business correspondence, memoranda) often of a highly sensitive nature requiring the exercise of organizational acumen;
- Uses appropriate software programs (e.g., word processing, desktop publishing, presentation) in order to effectively communicate information to various audiences (e.g., departmental personnel, members of the public, governing boards).

Vacancy Information	The position is located in the Administration Bureau, Finance and Management Division, at the Registrar-Recorder/County Clerk Headquarters, 12400 Imperial Highway, Norwalk, CA 90650.
Available Shift	Day
Contact Name	Andrea Cortez
Contact Phone	(562) 462-2844
Contact Email	hrrecruitment@rrcc.lacounty.gov
Job Field	Administration
Job Type	Officials and Administrators

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