**ADMINISTRATIVE SERVICES MANAGER III –MEDICAL EXAMINER/CORONER**

**COUNTY OF SANTA CLARA**

**San Jose, California**

The Chief Medical Examiner-Coroner is seeking an individual who possesses a high degree of professional competence, integrity and who avoids conflicts of interest. The ideal candidate is a thoughtful strategist who possesses a high caliber of political acumen, strong ability to analyze and evaluate administrative and budget problems and implement effective solutions and possesses excellent follow-through skills. Ability to provide effective leadership; excellent interpersonal skills; ability to work with diverse management/personal styles; and a strong written and verbal communication skill set are desirable characteristics.

The ASM is an executive leadership position located in the Medical Examiner-Coroner Office and reports directly to the Chief Medical Examiner-Coroner. This position is responsible for planning, organizing, directing, and coordinating the central administrative services functions, to include fiscal, facilities, budget, personnel, purchasing and information systems. In addition, the ASM assists management in the formulation and implementation of administrative policies and procedures.

The ASM oversees the day-to-day operations of the Office across all practice areas, and supervises administrative, and clerical staff. The ASM also oversees the Office’s IT operations, contract administration, purchasing, facility management, and policy implementation. Performance of these duties requires familiarity with a broad range of programmatic activities.

A well-qualified candidate would possess knowledge and abilities typically acquired through education and experience equivalent to a Bachelor’s degree in Public/Business Administration and a minimum of four years’ experience directing management functions consisting of a wide variety of support activities of moderate scope and complexity, including two years supervisory experience. Candidates with experience in a medical examiner or coroner office are encouraged to apply.

All qualified applications will be subject to a preliminary competitive review to identify those candidates to be invited to the oral interview process.  It is critical for applicants to submit an application, resume, and responses to the supplemental questionnaire.

If you have any questions, please contact Patricia Carrillo, Executive Services (408) 299-5897

**Closing Date**: It is anticipated that the filing period will remain open until filled. First review of applications will be June 10, 2022, but may close any time after 10 days of issue.

**Salary Range**: Min: $138,047– Max: $176,772 (*Annually, DOE, Step range)*

**To apply:** Go to go to:[**www.sccjobs.org**](http://www.sccjobs.org)

The County of Santa Clara is an Equal Opportunity Employer and values diversity at all levels of the organization.