



## CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Staff Services Manager III
- **Working Title:** Support Services and Fiscal & Data Branch Chief
- **Salary:** \$8,545.00- \$9,702.00 per month
- **Final Filing Date:** 07/28/21
- **Work Type/Schedule:** Permanent, Full time
- **Location:** Sacramento County

### **Job Description:**

Under the general direction of the Assistant Deputy Director of Operations within the Division of State Financial Assistance (DSFA), the incumbent is responsible for administrative support services, contract coordination, fiscal and data support services. This includes overseeing, planning, coordinating, and directing all divisional administrative support and budget development for the division. This includes special projects, such as long-term funding analysis, along with programmatic requirements and legislative mandates. The incumbent also oversees the Consolidated Automated Program Enterprise System and all divisional data.

### **Desirable Qualifications:**

- Knowledge of, and experience in the preparation, justification, and analysis of budgets, contracts, and personnel actions.
- Knowledge of fiscal data reporting systems and project research.
- Excellent written communication skills and ability to pay attention to detail when reviewing work of subordinates to effectively meet the objectives of management and the Administration.
- Ability to take initiative; work independently; work under pressure to meet deadlines and easily adapt to changing priorities.
- Ability to develop and maintain effective and cooperative working relationships across all levels of government.
- Ability to analyze, present ideas and information through effective verbal and written communication.
- Experience in analyzing and interpreting datasets to estimate and forecast.
- Demonstrated knowledge, experience, and technical ability related to the state's budget and legislative processes.
- Ability to create visually appealing presentations to explain complex financial and data concepts in a simple manner.
- Experience gathering requirements for new systems and/or processes.

- Ability to articulate information in a clear, concise, and professional manner in a public setting.
- Ability to research and interpret complex datasets
- Ability to prepare and present technical reports and make recommendations.
- Strong work ethic, including time management and dependability.

Please click [HERE](#) to apply.