



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Staff Services Manager I
- **Working Title:** Executive Office Manager
- **Salary:** \$6,403.00 - \$7,954.00 per month
- **Final Filing Date:** 09/02/21
- **Work Type/Schedule:** Permanent, Full time
- **Location:** Sacramento County

Job Description:

Under the general direction of the Chief Deputy Director, the Staff Services Manager I serves as the office manager, with the primary responsibility of assisting the Director and Chief Deputy Director with the day-to-day operation of the Director's Office. The incumbent is responsible for the supervision and management of technical work related to Director's Office operations. The incumbent is responsible for managing projects, including executive scheduling, identifying business requirements, and coordinating project management. Using sound judgment, the incumbent is responsible for disseminating highly confidential and sensitive information; interacts with executive, agency, branch executive staff and has general public contact. The incumbent is required to exercise initiative, excellent organizational skills, and independence in successfully completing assignments, managing daily workflow, reacting to changing priorities, and strict deadlines.

Desirable Qualifications:

- Experience in developing cooperative and collaborative working relationships with Executive Level staff
- Ability to prioritize workload, coordinate and manage multiple projects with short-term deadlines
- Ability to be flexible, adapt well to changes, and work efficiently under pressure and time constraints
- Ability to handle sensitive and confidential assignments with tact and diplomacy.
- Experience with scheduling and state travel procedures
- Experience working with the Governor's Office, state agencies, and external stakeholders.
- Housing knowledge and experience with state housing policy a plus.

Please click [here](#) to apply.