



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Staff Services Manager I
- **Working Title:** Business Services Office Manager
- **Salary:** \$6,403.00 - \$7,954.00 per month
- **Final Filing Date:** 10/20/21
- **Work Type/Schedule:** Permanent, Full time
- **Location:** Sacramento County

Job Description:

Under the general direction of the Staff Services Manager (SSM) II within the Business and Contract Services Branch, of the Administration and Management Division, the SSM I is responsible and accountable for the supervision and management of the Business Service Office. As a working supervisor, the incumbent is expected to personally perform the most complex and sensitive projects. The SSM I will serve as a subject matter expert, accurately interpret and apply applicable laws, rules, State guidelines, and HCD policy.

Desirable Qualifications:

- Knowledge and experience with the State's Business Service Office process
- Effective written and verbal communication skills.
- Experience working with Department of General Services related to business services functions.
- Excellent interpersonal, organizational, and supervisory skills.
- Experience providing internal and external customer service
- Ability to think critically and develop, analyze, and recommend solutions or alternatives.
- Experience with and/or the ability to interpret, develop, and apply laws, rules, and policies
- Ability to work well with others.
- Ability to work with multiple tasks with changing priorities and provide outstanding customer service.
- Experience with Microsoft Office Applications.

Please click [here](#) to apply.