

SANTA CRUZ REGIONAL 9-1-1

# ADMINISTRATIVE SERVICES SUPERVISOR



Hiring Heroes  
to join our team!

## ABOUT THE JOB

- Leads Administrative Operations
- Supports General Manager
- Maintains personnel & payroll records
- Acts as Clerk of the Board
- Coordinates agencywide projects
- Handles HR Functions



## BENEFITS PACKAGE

- Medical, Dental, Vision
- Vacation/Sick leave
- Holiday pay
- Life Insurance
- Deferred Compensation (voluntary)
- Tuition Reimbursement
- CalPERS PEPRA 2% @ 62

Apply online by 5/4

## MINIMUM QUALIFICATIONS

- 1 year supervisor experience
- 4 years of admin/executive support experience
- Ability to pass a background investigation

## SALARY

\$66,140 - \$93,059  
ANNUALLY

SCR911.ORG