

INTERNAL EMPLOYMENT OPPORTUNITY



San Mateo County Harbor District Director of Administrative Services

Salary Range: \$183,000 to \$220,00 Annually Plus Benefits

First Review of Applications
August 26, 2026, at 4:00 p.m.

The San Mateo County Harbor District seeks an experienced, flexible, and cooperative Director of Administrative Services that oversees, directs, and participates in all functions and activities of the Administrative Services Department, including short-and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the General Manager in a variety of administrative and analytical capacities. Successful performance of the work requires knowledge of District functions and activities, including the role of the Board of Commissioners, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied function of the department.

Under general direction from the District's General Manager. The Director of Administrative Services exercises supervision over management, professional, paraprofessional, and administrative support staff.

ESSENTIAL AND MARGINAL FUNCTIONS

Essential functions may include, but are not limited to, the following:

- Oversees and participates in the preparation of the District's annual budget, monitors expenditures, and reviews financial reports.
- Manages personnel and human resources functions.
- Oversees the District's customer service, billing and accounts receivable functions and activities.
- Prepares reports and technical documents; attends and presents at Board meetings as needed or assigned.
- Recommends, prepares, and updates policies, procedures, and programs to meet changing administrative needs and in support of changing legal requirements.
- Conducts complex and sensitive administrative, operational, and management analyses, studies, and investigations.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public sector administrative management, including legal, ethical, and professional rules of conduct, supervision, personnel rules, performance management, procurement, contracting, and project management.

- Applicable federal, state and local laws, regulation codes, ordinances, and procedures.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of governmental budgeting, fund accounting, financial analysis, and financial forecasting.
- Principles and practices of human resources management in a public agency setting, including the interpretation of laws, regulations, policies, and procedures.
- Principles of record keeping, public records, contracts management, and records management.
- Techniques for providing a high level of customer service by effectively interacting with the public, tenants, licenses, vendors, contactors, and District staff.

Ability to:

- Interpret, apply, and explain administrative and accounting standards and procedures.
- Select, train, supervise, evaluate, mentor, and discipline staff.
- Administer special projects with contractual agreements and ensure compliance with stipulations.
- Conduct negotiations and represent the District in meetings with governmental agencies, contractors, vendors, and various business and professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written material.
- Prepare and administer large and complex budgets.

Qualified Candidates will possess the following:

Any combination of training and experience that would provide the required knowledge, skills, and ability is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, finance, economics, business or public administration, or a closely related field. A master's degree is desirable.

Experience:

- Five (5) years of progressively responsible professional-level experience managing a variety of administrative functions (e.g., finance, human resources, and information technology) in a public sector agency, including three (3) years of supervisory experience.

LICENSES and CERTIFICATIONS

- Possession of a California driver's license or other means that would allow travel to District locations, meetings, events, or trainings.

BENEFITS

This position enjoys a benefit package including:

- CalPERS Retirement (2.5%@55 Classic members or 2%@62 new members)
- Deferred Compensation Plan (Employer contributes 3% of base salary)
- Pre-Tax Flexible Spending Account (\$500 employer seed option)
- Medical Insurance (85% employer-paid)
- Dental and Vision Insurance (100% employer-paid)
- Group Life Insurance (100% employer-paid)
- Paid Time Off (22 hours per month) and Sick Leave
- Paid Holidays (13 regular and 3 floating)

HOW TO APPLY:

Complete Application:

<https://www.smharbor.com/files/febaf9725/Employment+Application.pdf>

- E-Mail completed application: bcortes@smharbor.com or mail completed application to HR Department, P.O. Box 1449, El Granada, CA 94018
- Include a cover letter highlighting any new skills or growth you have developed since joining the San Mateo County Harbor District.

SELECTION:

Applications will be reviewed by a screening committee and those applicants who appear to be among the best qualified will be selected for an interview and if applicable an examination process. All employee offers are subject to a thorough reference and background check.

NOTE TO APPLICANTS:

The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in the bulletin may be modified or revoked. The San Mateo County Harbor District is an Equal Opportunity and does not discriminate based on race, color, religion, sex (including pregnancy, transgender status, and sexual orientation), national origin, age (40 or older), disability or genetic information. In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the interview/exam process, please notify the Human Resources Department in advance at (650) 741-9164 so your request may be reviewed prior to the occurrence of the interview/exam.