



# DEPUTY DIRECTOR OF ADMINISTRATION



**September 2025**

Kern Council of Governments is pleased to announce the position opening of **Deputy Director of Administration**.

### **General**

Under general direction from the Executive Director, the Deputy Director of Administration is responsible for the internal organization and administration of the Kern Council of Governments (COG). The primary role of the Administrative Division is to coordinate and manage the operation of the COG. This includes budget preparation, appropriation, expenditure and fiscal management. This also includes public meeting management, human resources, information technology, and overall office management including related work as required.

### **Distinguishing Characteristics**

This position is responsible for a wide variety of complex administrative and business management processes, procedures and policies within the Administrative Division. The Deputy Director is expected to advise and assist the Executive Director in personnel and fiscal management. This includes implementing effective systems to provide for changing requirements of major programs and to exercise considerable independent professional judgment in solving significant problems related to administrative and business activities. The ideal candidate is an effective leader and communicator, organized and thorough, capable of anticipating operational concerns and addressing them in a timely manner.

### **Typical Tasks**

Plans, organizes, directs and coordinates the Administrative Division of Kern COG;

Leads a current staff of five employees who handle finances, HR, IT, and outreach;

Oversees financial control systems; manages various budget units;

Maintains responsibility for budget preparation and operating controls;

Develops information systems which ensure awareness of budgets, revenues, and

expenditures;

May conduct comprehensive cost benefit analyses;

Oversee and administer financial instruments for compliance and accounting functions;

Oversees, directs, and manages record storage, program content, statistical and financial systems and procedures for use of EDP equipment;

Reviews, interprets and recommends implementation and control procedures to comply with directives from various sources;

May oversee marketing and media requests;

Conducts and coordinates studies and analyses in relation to administrative operations, formulating and preparing recommended modifications when appropriate;

May make written and verbal presentations to a wide variety of people, including political leadership and technical professionals, often on complicated subject matter;

Works through staff to ensure effective operation of various office units;

Represents the department as assigned by the Executive Director; develops and writes business correspondence of a complex nature, including policy and program analysis; assists administration with personnel functions; plans, assigns and evaluates the work of subordinates; consults with management team to provide administrative guidance;

May be required to negotiate terms and conditions of various service contracts; may monitor and evaluate the performance of outside contract consultants providing services for agency;

May provide liaison for review, evaluation, recommendation and implementation of administrative procedures to integrate governmental agency changes in matters affecting accounting, claims and reimbursement practices.

## **Employment Standards**

The ideal candidate will possess a Bachelor's Degree in Business or Public Administration or a closely related degree and five (5) years increasing experience in a managerial or administrative capacity performing tasks involving budget preparation, personnel management, reporting systems, data processing, or related work requiring strong knowledge of management, operations, fiscal, or accounting methods. A Master's Degree in Business or Public Administration may be substituted for two years of required experience.

Knowledge of governmental accounting, budgeting procedures and fund accounting;

Knowledge of the application of modern business and public administration principles to problems of office management;

Knowledge of appropriate legislative codes or guidelines; ability to supervise complex

accounting functions; ability to interpret laws and regulations and apply them in practical applications;

Ability to draw up budgets, work under pressure, make comprehensive reports and work harmoniously and effectively with division heads and others;

Ability to handle complaints judiciously; ability to use tact, initiative and good judgement in a variety of difficult administrative situations;

Ability to supervise and train subordinate staff and supervisors, and to win the confidence and respect of associates;

Ability to communicate clearly and concisely, orally, and in writing.

### **License**

Valid Class III California Motor Vehicle Operator's License

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## **Salary and Benefits**

**Work Schedule** – All full-time Kern COG employees are eligible for a hybrid home/office work schedule.

**Salary Range** - \$4,083.65 - \$5,358.10 bi-weekly

### **Health – California Public Employees' Retirement System (CalPERS)**

Kern COG employees contribute 20% towards health premiums for all full-time employees and dependents, and Kern COG contributes the remaining 80%.

### **Retirement – California Public Employees' Retirement System (CalPERS)**

Tier 2 PEPR Kern COG employees contribute the current fiscal year employee retirement rate towards their retirement plan. The FY 24/25 contribution percentage is 7.75% per pay period. The minimum retirement age is 52, along with 5 years of service, for a maximum benefit of 2% paid out at age 62.

**Dental, Vision, Life and Disability Insurance are provided.**

### **Holidays**

All full-time Kern COG employees receive 10 days of paid designated holidays per fiscal year, which include half days on Christmas Eve and New Year's Eve.

### **Vacation and Sick Hours**

Vacation Accrual - Vacation is earned at a rate of 4 hours per bi-weekly pay period for the first 4 years of continuous employment (13 days per year). You accrue Sick Leave at the rate of 3.69231 hours per by-weekly pay period (12 days per year).

### **Social Security**

All Kern COG employees pay into Social Security.

### **Recruitment Process:**

Please complete the application and submit a resume by email, [hr@kerncog.org](mailto:hr@kerncog.org), by **4:00 p.m. Thursday, October 23, 2025**. For more information and to obtain an application, visit the Kern COG website: <https://www.kerncog.org/category/working-with-kern-cog/employment>.