

BE A PART OF A GROWING TEAM

**We are Hiring**

# Administrative Specialist



**\$27.29 - \$34.82 per hour**



Performs technical, administrative duties to support complex administrative or operational activities; researches, gathers, organizes and prepares data; reviews documents and data for compliance with program requirements; maintains complex files, records, reports, correspondence and other documents; prepares detailed reports regarding budgetary and funding allocations and expenditures; and performs related work as required.

## Minimum Qualifications

Two (2) years course work from an accredited college in industrial relations, public administration, business administration, or a related field.

AND

Three (3) years of responsible administrative experience performing program monitoring and reporting, including responsibility for complex records retention and filing.

**Salaries are on six step salary range with 5% increases yearly**



**Apply before November 26th at**

**[www.governmentjobs.com/careers/scmtd](http://www.governmentjobs.com/careers/scmtd)**

**Questions? Call 831-420-2543**

All new Santa Cruz METRO employees are required to be vaccinated against COVID-19 as a condition of employment