

Seeking applications for:



ADMINISTRATIVE SERVICES DIRECTOR

*Help us make a difference
in the lives of our neighbors!*

OUR COMMUNITY IS

Welcoming. Active. Vibrant. Accessible.
Surrounded by natural beauty - it's the perfect
blend of small-town atmosphere and suburban
character.

This position will:

- Assume full responsibility for all Administrative Services departmental services, programs, and activities.
- Oversee human resources services, strategic plans, policies, and standards; employee and labor relations; recruitment and selection; comprehensive classification, job evaluation, compensation, and benefits administration activities.
- Direct Safety and Workers' Compensation programs, evaluate return-to-work options, and ensure compliance with mandated requirements.
- Serve as the chief administrative and human resources advisor to the Deputy City Manager.



The good stuff...

Salary: \$138,129-\$189,039

Benefits: Medical/Dental/Vision 100% city paid coverage for employee and 92% for spouse/dependents; WA Retirement System and Deferred Compensation; generous paid vacation and sick leave, 40 hours of management leave, 13 holidays.

BECOME A PART OF OUR TEAM!

Qualifications & Experience: Equivalent to a bachelor's degree with major coursework in human resources, public administration, business, or a related field. SHRM-CP or SCP or equivalent certification preferred.

Six (6) years of increasingly responsible local government administrative, human resources, or related experience including responsibility for planning, organization, implementation, and supervision of varied administrative work programs; and, three (3) years of management and administrative responsibility.

*First review of applications is January 17, 2022. **Visit our Jobs Page to view the full job description and apply!** For inquiries, please contact HR@sammamish.us*