



Arnold Schwarzenegger, Governor  
Dale E. Bonner, Secretary, Business, Transportation & Housing Agency  
Jeff Davi, Real Estate Commissioner

**DEPARTMENT OF REAL ESTATE**  
*Equal Opportunity Employer*  
**Job Opportunity**

**STAFF SERVICES MANAGER I**  
**Sacramento – Fiscal Section**  
**Permanent- Full-time**

The Department of Real Estate has an opening for a Staff Services Manager I position in its Fiscal Section. This is a Permanent Full-time position. The Department is located at 2201 Broadway, Sacramento, CA 95818.

***Duties of the position include:***

- Plans, organizes and directs the activities of the Budget and Business Services Sections which include the mailroom, purchasing, contracts, equipment and supplies, reproduction, transportation, facilities management and telecommunications.
- Responsible for the operational and administrative functions in Business Services, including prioritizing long and short term workload issues, strategic planning, establishing performance and training objectives, handling personnel issues and developing, reviewing, and implementing a wide variety of mandated and instructional policies, procedures and processes.
- Directs the purchasing and business services operations of the Department.
- Development of the analysis and content of commodity, information technology and services purchasing justification and requisition documents, developing scopes of work for business services contracts, applying for provisional exemptions, assuring warranty compliance on major and minor equipment.
- Provides department-wide procurement services on the most complex and critical purchases including major/minor equipment, urgent or non-routine services, office and cubicle furnishings, reasonable accommodation process, etc.
- Serves as the department's statewide facility planning coordinator.
- Maintains operating purchasing controls. Monitors and tracks procurement expenditures for cost management and procurement documents for timely processing and completion.
- Responsible for the development, preparation, and justification of supply requisition orders.
- Prepares administrative and operational manuals.
- Direct the preparation of the Governor's Budget including all supporting schedules, i.e., Schedules 2, 7a, 8; 9, 10, 10r and 11.
- Responsible for the budget and contracting activities performed on behalf of the Office of Real Estate Appraisers (OREA).

***Necessary/Desirable qualifications:***

- Strong leadership, supervisory and organizational skills
- Knowledge of personnel management practices and procedures including the disciplinary process, grievance procedures employee development and labor relations.
- Experience in and knowledge of the State's budget process.
- Knowledge of the State's Accounting systems.
- Knowledge of Business Services and Contracts.
- Ability to adjust quickly to multiple priorities and meet critical deadlines.
- Research complex issues and write and edit reports.
- Computer skills, (Microsoft Word, PowerPoint, and Excel).
- Experience with working with all levels of management, control agencies, etc.
- Demonstrated ability to write and verbally communicate well.

**Salary: \$5079 - \$6127**

**Who should apply:** Current state employees at the Staff Services Manager I level and those individuals who are transferable to the class. **Priority consideration will be given to SROA/Surplus employees. Please indicate this status on your state application or include a copy of your notice.** Please indicate RPA #08-032 on your State application. **Note: DRE requires that all new employees be fingerprinted.**

***Submit Applications to:***  
Department of Real Estate  
Human Resources  
P.O. Box 187000  
Sacramento, CA 95818-7000  
(916) 227-0802

***For information on the position contact:***  
Steven Ellis, Assistant Commissioner  
Licensing and Administrative Services  
(916) 227-0754

**California Relay Service:** 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

**FINAL FILING DATE: January 20, 2009**

Applications, whether filed in person or by mail, must be received in the Human Resources Office no later than 5:00 p.m. on the above date. Applications may be obtained from the SPB website at <http://www.spb.ca.gov>

**Applicants will be screened based on the Required and Desirable Qualifications shown above and only those most qualified will be contacted for an interview.**