

LEGAL SERVICES ADMINISTRATOR

The City of San Jose is seeking a senior level manager to direct administrative services for the Office of the City Attorney. This position works with the City Attorney and the senior management team to manage the Office and to develop and implement Office policies and procedures. BA degree and three years of supervisory experience required, along with six years of increasingly responsible experience in office administration including duties related to personnel, human resources, budget, accounting, contract management, procurement, information systems, and facilities. Knowledge and experience with claims, investigations, and litigation and transactional legal support services are desired. The successful candidate will have excellent analytical abilities, along w/strong writing, communication, supervisory & interpersonal skills. Send resume including employment history to: Nora Frimann, City Attorney, 200 E Santa Clara St., 16th Fl Tower, San Jose, Ca 95113 or email atty.res@sanjoseca.gov. Closing date is open until filled. The most qualified candidates will be invited for an interview. EOE