

About the Operations Division

The Operations Division is responsible for Agency administration and provides central services that include accounting and fiscal support, personnel administration, IT support, Geographic Information System (GIS), Web and Graphic Services, and Public Information.



Is a career in Operations right for you?

If you can see yourself working behind the scenes to keep an Agency running, supporting internal teams, and ensuring staff have the tools and resources they need to serve the public, a career in Operations may be right for you. Whether your strengths are in technology, finance, people services, communications, or administration, Operations offers opportunities to put your skills to work supporting all five RMA divisions and the communities we serve throughout Ventura County.



Main Office Location:

Ventura County Government Center
Hall of Administration Building – 3rd Floor
800 S. Victoria Avenue
Ventura, CA 93009



Phone:

(805) 654-2494



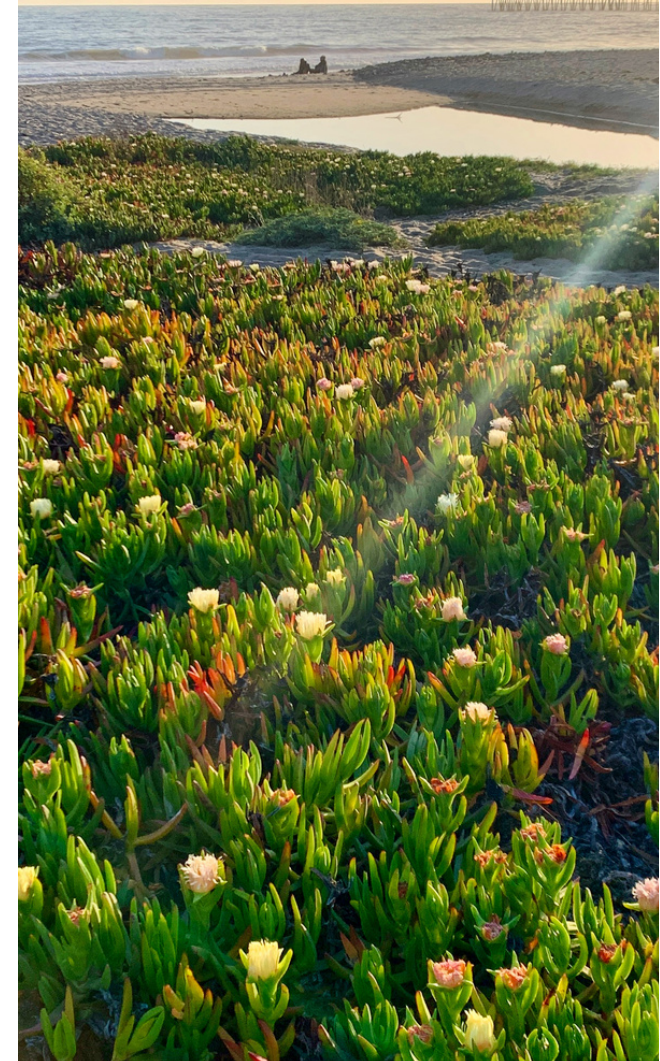
Website:

rma.venturacounty.gov



County of Ventura
Resource Management Agency

Operations Division



What Does the Operations Staff Do?

General Administration

Operations provides managerial and administrative support for the Agency, including the interpretation, communication, and implementation of County policies, procedures, and administrative functions.

Human Resources Management

Human Resources provides a wide range of employee and management services, including recruitment, benefits, leave and return-to-work programs, labor relations, ergonomics, and training. Staff also help ensure compliance with County policies and applicable employment laws and regulations.

Fiscal Services

Fiscal Services manages the Agency's financial and accounting functions, including budget and finance, general accounting, billing, payroll, financial reporting, rate and fee calculations, and grant accounting.

Information Technology

Information Technology manages and maintains the Agency's computer systems and provides technical support, training, equipment, and software. Staff research, test, implement, and support new systems and applications; develop databases, websites, and eGovernment services; and support GIS, web-based data access, and data-sharing systems. The team also manages Accela Automation, the County's enterprise land-use system.

Positions in the Operations Division

Human Resources / Administration

- Human Resources Manager
- HR Administrative Officer
- HR Program Assistant
- HR Administrative Aide
- Management Assistant
- Office Assistant
- Public Information Officer

Fiscal

- Accounting Manager
- Principal Accountant
- Accountant
- Accounting Technician
- Sr. Accounting Assistant

Information Systems

- Information Technology Manager
- Systems Administrator Supervisor
- Systems Administrator
- GIS Analyst
- Geographic Information System Specialist
- Web Designer
- Accela Product Administrator
- Accela System Administrator
- Accela Technicians



**Join our team at the
County of Ventura!**

- ✓ Excellent health plan options, flexible credit allowance, and more.
- ✓ 13 paid holidays including a scheduled floating holiday.
- ✓ Deferred compensation plans such as 401(k) Shared Savings.
- ✓ Opportunity for flexible work week (9/80) and telework.
- ✓ Diverse workforce and opportunities for career advancement.
- ✓ Perfectly situated between Santa Barbara and Los Angeles.
- ✓ Breathtaking mountains and beautiful beaches!
- ✓ Voted "One of the Best Places to Live in California."

**View our current
career opportunities
here!**

