



Elizabeth Mendez
Administrative Services Manager II
Department of Parks and Recreation

Elizabeth has over 21 years of experience in the public sector. She started her County career in 1999 with the Department of Public Works' Environmental Programs Division. In her current role at Parks and Recreation, she is responsible for directing the Management Services Section in the Budget & Fiscal Services Division of the Administrative Services Agency. As such, she is responsible for conducting Internal Control Certification

Program reviews, ensuring audit recommendations are implemented and revising department policies and procedures. She also oversees program coordination of Voyager and Cal Cards, Employee Transportation, Capital Assets Inventory, travel requests and reimbursement, as well as building management for three agencies and various other programs. Elizabeth is an active member of the Department's Employee Awards Program (Treasurer and Agency Coordinator) and the Team Builders Committees. She graduated from the University of Southern California in 1998 with a Bachelor's degree in Business Administration with an emphasis in Finance. She lives in Sylmar with her husband of 20 years and their two children.