

San Joaquin County Employment Opportunity

Administrative Assistant II

Annual Base Salary \$61,378 - \$74,605

THE POSITION

The Department of Public Works (Department) is seeking a dynamic individual to fill the role of Administrative Assistant II. The successful candidate will work directly with the Business Administrator and will be part of the Department's Administration team. The Administrative Assistant II plays a critical role in assisting with the daily operation of the department, including purchasing, budget administration and other administrative functions.

THE DEPARTMENT

The Department, with a staff of over 400 employees, is charged with the responsibility to plan, design, construct, operate, and maintain the public roads, bridges, water, wastewater systems, flood control, and solid waste systems of the County. The Department provides quality service to the Community to protect the health and welfare of the public and preserve the County's infrastructure investments.

The Department's vision is to be a leader in identifying and adopting processes that result in efficient and effective service to the constituents of the County. To that end, the Department has embarked on a mission to create a strategic outlook that leverages innovation in process and technology, enhances fiscal transparency and accountability, invests in staff development, and fosters partnership with the community and industry.

THE IDEAL CANDIDATE

The Administrative Assistant II is expected to work independently, in consultation with the Business Administrator. The ideal candidate will be approachable, collaborative, solution-oriented, and calm under pressure. Additionally, they will possess:

- Excellent interpersonal/communication skills to effectively manage relationships with internal and external customers.
- Strong governmental administrative background with demonstrated skills in budgets, purchasing, and county policies and procedures.
- Political astuteness with high ethical values and the ability to be respected for his/her integrity and honesty.

MAJOR RESPONSIBILITIES

- Prepares and administers the Administration Division's budget.
- Coordinate purchasing activities (including vendor management) for the Administration Division.
- Researches and analyzes department policies and procedures.
- Interacts with the public when inquiries are made about services provided by the department.



Recruitment Announcement
0121-RB6002-01
Equal Opportunity Employer

Human Resources
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton, California 95202
Phone: (209) 468-3370

SAN JOAQUIN
— COUNTY —

Greatness grows here.

Make San Joaquin County your new home!

A land of beauty, recreation and natural riches from the waters of the Delta to the endless vineyards, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, and the unincorporated County area, offers a unique opportunity to enjoy natural California beauty as well as music, arts and culture. Whatever your interest, it can be found in San Joaquin County.

Arts, Culture, and Recreation

The area's arts and culture enrich and illuminate our lives and the Haggin Museum, San Joaquin County Historical Museum, Stockton Children's Museum, and Lodi World of Wonders Science Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and this blended cultural richness creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Sandhill Crane Festival, Lodi Grape Festival and the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The County-owned and operated Micke Grove Park offers a zoo, rides and a historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.



Education

From preschool to higher education, the County has it covered with an abundant array of public and private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys University and Law School, National University, and the San Joaquin Delta

Community College offer a wide variety of choices for educational opportunities. The County's 17 school districts provide families a wide choice for their children's educational development.



Agriculture

The County is one of the most agriculturally rich regions in California. Grapes are the leading commodity, with 98,000 bearing acres, much of that in wine grapes. Over 85 wineries within the Lodi Appellation offer opportunities for tasting and special events.

Almonds, walnuts, tomatoes and cherries round out the top crops, with an abundance of other produce. Weekly farmer's markets throughout the County offer a cornucopia of fresh fruits and vegetables. Fruit stands and pick-your-own produce farms dot the countryside.

Housing

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Housing ranges from new developments to historic homes found mostly in central Stockton and downtown Lodi. San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.

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Compensation and Benefits

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In addition to the base salary, the County offers an excellent benefits plan which includes a County contribution to health insurance, dental and vision insurance plans. Other benefits also offered by the County include:

- 1937 Retirement Act plan with reciprocity with CALPERS
- 125 Flex Spending Benefits Plan
- County paid life insurance
- Sick leave with an annual accrual of 96 hours and unlimited accumulation
- 10 days of vacation leave (15 days after 3 years, 20 days after 10 years, and 23 days after 20 years)
- 14 paid holidays per year

Application and Selection

The competitive process includes submittal of a completed San Joaquin County Employment application and Supplemental Questionnaire. Resumes will not be accepted in lieu of a complete application package. If a formal exam process is utilized, qualified applicants will be invited to participate in an oral examination interview which may include a practical exercise. The top-scoring candidates will be referred to the department for a hiring interview. To apply, submit a completed application packet on or before the final filing date.

Note: Final appointment will be conditional upon passing a pre-employment drug screen.

Final Filing Date: **February 5, 2021**



Wellness

San Joaquin County is dedicated to providing its employees with a great benefit package and is interested in their overall well-being. Through our SJC Engage Wellness Program, San Joaquin County employees and eligible dependents are offered support in the way of various workshops, courses, and programs in areas such as physical and mental wellness, professional wellness, and financial wellness. Employees also enjoy special employee pricing through the Perks at Work program.

For additional information regarding the wellness program, please visit the SJC Engage website at www.sjcengage.com



San Joaquin County Administration Building

To apply, visit the [Human Resources webpage](#) or scan the QR code.



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National Public Works Week
Celebrations

Pancake Breakfast

Volleyball Tournament

Softball Tournament

Car Show

Public Works Open House

Annual Employee
Appreciation BBQ

Department-Wide
End-of-Year Potluck

Tailgate Potlucks

Food Competitions

Themed Decoration and
Costume Contests

Monthly Themed Potlucks

Service Award Appreciation

Diversity Luncheon



A Great Place to Work

Serving the public is serious work and we enjoy doing it! Throughout the year, we have numerous activities to share food, fun, and friendship. Come join the team at San Joaquin County Public Works.