



San Joaquin County is currently recruiting for:

Assistant Director General Services Department

THE POSITION

The Assistant Director of General Services is responsible for assisting the Director of General Services with leading, managing and administering the programs, projects, functions, budgets, and activities of the General Services Department. This position assists in ensuring departmental compliance with state, federal and local requirements, regulations and policies, and acts in the absence of the Director as required.

THE IDEAL CANDIDATE

The ideal candidate will possess knowledge of the principles and practices of public administration, including effective organization, administration, fiscal management and supervision. Additionally, the ideal candidate will possess knowledge of the principles and practices related to one or more of the following: facilities maintenance and management, parks and recreation management, capital projects management, property management, emergency planning and operations management. The ideal candidate will demonstrate strong leadership and management of diverse work teams; demonstrate analytical and critical thinking skills to evaluate complex problems and recommend appropriate solutions; and possess strong communication skills supporting inter-agency relations, executive and management staff and the community we serve.

THE DEPARTMENT

The General Services Department oversees four operating units: Capital Projects Administration, Facilities Management, Office of Emergency Services and Parks and Recreation. The mission of the General Services Department is to provide sound stewardship of county resources; to provide extraordinary customer service; to plan, organize and deliver projects and services that support customers' needs, interest and priorities; to minimize property damage and personal injury for emergencies; and to develop and maintain clean and safe parks.



**Exempt Recruitment
Announcement**
0319-EC1205-EX



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



A land of beauty, recreation and natural riches-from the waters of the Delta to the vines of the wine, 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, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

ARTS, CULTURE, AND RECREATION

The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's 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 there is richness in the blending of cultures and ways that 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.

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 an 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.



AGRICULTURE

San Joaquin County is one of the most agriculturally rich regions in California. There are 517,900 acres dedicated to irrigated farmland. The county is the number one producer of walnuts and cherries in the state. In recent years, one of the leading crops in the county has been wine grapes, and wineries and vineyards have sprung up from Stockton to Lodi.



EDUCATION

From preschool to higher education, the County has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys College 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 with a wide choice for children's educational development.

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

Make San Joaquin County your new home. 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 PACKAGE

Annual Total Compensation: \$139,313—\$164,141

In addition to base salary, the County offers a Cafeteria Plan in the annual amount of \$24,023 which is considered the employer's benefit contribution and may be used to purchase medical, dental, and vision coverage. Depending on a candidate's health plan selection, premiums not paid by the Cafeteria plan allowance will be the employee's responsibility through a pre-tax deduction. Unused monies are paid as additional salary.

- ◆ 457 Deferred Compensation Plan with a 2% employer contribution
- ◆ Vacation cash-out up to 8 days annually
- ◆ 1937 Retirement Act Plan with reciprocity with CalPERS
- ◆ 125 Flex Benefits Plan
- ◆ 12 days sick leave annually with unlimited accumulation
- ◆ 15 days of vacation leave (20 days after 10 years and 23 days after 20 years)
- ◆ 14 paid holidays per year
- ◆ 10 days administrative leave per fiscal year

Potential Cashable Compensation:

	Step 1	Step 5
Annual Base Salary	\$109,720	133,348
2% Deferred Comp	\$2,194	\$2,667
Vacation Cash Out - 8 days annually	\$3,376	\$4,103
Cafeteria Plan	\$24,023	\$24,023
Total	\$139,313	\$164,141

For further information regarding benefits, please access the County's benefits website at:

www.sjgov.org/departments/hr/benefits

DESIRABLE QUALIFICATIONS

Education: Graduation from an accredited four-year college or university with a master's degree in business or public administration, engineering, architecture, facilities maintenance/management, or a related area.

Experience: Five years of administrative or management experience in a public agency, including experience managing and maintaining facilities as well as one or more of the following areas: parks and recreation, capital projects, properties, and emergency programs and operations.

This position is exempt from the San Joaquin County Civil Service system. Appointments to exempt positions in San Joaquin County are at-will and not governed by the Civil Service Rules.

APPLICATION AND SELECTION

Completed application package must include supplemental application and is to be submitted to the Human Resources Division.

Final Filing Date: April 19, 2019

Apply online at www.sjgov.org/departments/hr
Applications may be submitted to:

San Joaquin County Human Resources
Attn: Roman Plateau
44 N. San Joaquin Street, Suite 330
Stockton, CA 95202
Tel: 209.468.3370
Fax: 209.468.0508

If warranted by the number of candidates, applications may be reviewed by a screening panel to determine those selected to participate in screening interviews. Final candidates will be interviewed by the Director of General Services. Final appointment will be conditional upon passing the pre-employment drug screen and background check process.

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SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. When answering the questions below related to your experience, please provide a detailed description that includes **the name of your employer, your dates of employment, and your job title.** These questions will be reviewed in evaluating your qualifications.

1. Provide an overview of your senior level administrative or management experience overseeing departments or programs a public agency.
2. Provide your experience in managing staff in the following areas: scheduling coverage over multiple areas, leave of absence, informal and formal disciplines, and performance improvement.
3. Describe your leadership experience managing staff in facilities maintenance and management, parks and recreation management, capital projects management, property management, emergency planning and operations management. Include the number of employees you supervised, their job titles and the scope of your program responsibilities, including a detailed description of your duties.
4. Describe your budget experience, including the size and complexity of the budget, and your level of participation in the process.
5. Describe your experience with short and long-range innovative strategic planning and implementation processes.
6. Describe your experience preparing and presenting proposals and reports to an Executive Board, County Board of Supervisors, City Council or Public Commission.

