

SAN JOAQUIN COUNTY

ASSESSOR-RECORDER-COUNTY CLERK'S OFFICE

Business Manager (Management Analyst III)

THE POSITION

San Joaquin County is recruiting for qualified candidates who are interested in a challenging and rewarding position as an Assessor-Recorder-County Clerk Business Manager. This position will be part of the Assessor-Recorder-County Clerk's leadership team and will be the go-to person for many of the administrative functions and special projects in the department.

The Assessor-Recorder-County Clerk Business Manager will manage and perform a wide variety of functions for the department, oversight of and participation in preparation and administration of the fiscal budget, seeking and applying for grants, managing contracts, performing personnel related duties, and conducting special projects for executive staff. Incumbents will exercise a high level of independent judgment and will provide critical leadership and expertise for all departmental administrative activities.

IDEAL CANDIDATE

The department is seeking a candidate who has the ability to take charge of high level administrative responsibilities and to act as the business manager for the department. The ideal candidate will have strong administrative and analytical skills, strategic and critical thinking skills, initiative, excellent communication skills, and strong interpersonal skills. Because the incumbent serves as a liaison to managers, both internal and external to the County, the ideal candidate must excel at creating a collaborative working relationship with these types of customers.

THE DEPARTMENT

The Assessor-Recorder-County Clerk Department provides mandated services with direction received by the Assessor who is an elected official. The Assessor is responsible for producing annual property assessment rolls which is the basis of property tax revenue. Additional responsibilities include:

- Discover, value, and enroll all taxable property in San Joaquin County
- Investigate and value all new construction
- Determines status under the Revenue and Taxation Code and reappraises all properties with a change in ownership
- Administers various tax exemption programs
- Maintains countywide ownership data and property maps

The Recorder-County Clerk serves as custodian of public records, recorder of real property documents and notary public bonds. The office also registers marriage licenses, vital statistics, and other public documents.



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



Recruitment Announcement
0518-RM0226-01

San Joaquin County is an Equal Opportunity Employer

SAN JOAQUIN COUNTY

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 the Children's Museum of Stockton 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, picnicking, swimming and organized sports. Annual family events include Stockton's Asparagus Festival, attended by thousands of fun-seekers from the county and beyond, held in Stockton.

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 north to Sacramento and offering access to the San Francisco Bay.

AGRICULTURE

San Joaquin County is one of the most agriculturally rich regions in California and is the number one producer, statewide, of asparagus. Twenty-four thousand acres of county farmland are dedicated to production of this crop. In recent years, the leading crop 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 opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys College and School of Law, National University and 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

Homes and apartments are plentiful and the median home price in the County is still affordable when compared to other nearby areas.

Affordable, comfortable housing is available in most sections of the county and new homes abound in both the south and north area, with 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.



Business Manager

Recruitment Announcement
0518-RM0226-01

COMPENSATION PACKAGE

San Joaquin County offers a competitive compensation package.

Annual Base Salary
\$85,530-\$103,979

Additional Benefits:

- ♦ 10% supplement for purchase of health benefits (valued from \$8,553 to \$10,398 annually).*
- ♦ A 1% employer contribution to the County's 457 Deferred Compensation Plan (valued from \$855 to \$1,040 annually).
- ♦ 1937 Retirement Act plan with reciprocity with CALPERS.
- ♦ 125 Flex Spending Benefits Plan.
- ♦ 12 days sick leave annually with unlimited accumulation.
- ♦ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years, and 23 days after 20 years)
- ♦ 14 holidays per year
- ♦ 10 days administrative leave per year

*Cafeteria Unit Retention: Existing County employees who currently receive a cafeteria plan allowance and subsequently transfer, demote or promote from or into the confidential unit shall have the option to either retain their existing cafeteria plan contribution amount or have a one-time option at time of hire of opting for the confidential unit pay in lieu of retaining their cafeteria allowance.

San Joaquin County is an Equal Opportunity Employer

MINIMUM QUALIFICATIONS

NOTE: Supplemental application must be submitted with employment application.

Education: Graduation from an accredited four-year college with a major in public or business administration, economics, social or behavioral science, or a closely related field.

Experience: Three years of responsible managerial, fiscal, personnel or governmental administrative and/or analytical work, one year of which must have been at a level equivalent to Management analyst II in San Joaquin County service.

Substitution: A Master's Degree in public or business administration, economics, or a closely related field from an accredited college or university may be substituted for one year of experience.

APPLICATION AND SELECTION

Completed application package must include supplemental application.

Final Filing Date: May 25, 2018

Please submit your application, supplemental application and resume to:

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

OR

online at www.sjgov.org/hr

All application materials will be reviewed and must demonstrate that you possess the knowledge, skills and abilities required for the position. All qualified applicants will be invited to an oral exam, a structured exam which typically includes a practical exercise. For selection procedures and a complete job description, please visit: www.sjgov.org/hr.



Business Manager

Recruitment Announcement
0518-RM0226-01

TYPICAL DUTIES

- ◆ Performs detailed studies of policies, procedures, organization, operations, services, finances and related matters.
- ◆ Advises and assists department heads and others in fiscal, organizational and procedural matters.
- ◆ Participates in the preparation, review, and administration of departmental budgets.
- ◆ Performs administrative oversight of personnel related matters; may serve as liaison with Human Resources Division.
- ◆ Researches and analyzes laws, policies, and other regulatory requirements and changes; develops policy statements for management approval.
- ◆ Confers with representatives of other agencies or departments; coordinates projects; serves as liaison between departments.
- ◆ Prepares reports of studies and recommendations; prepares and answers correspondence and questionnaires.
- ◆ May supervise others as assigned.

MISSION/VISION

Office of the Assessor-Recorder-County Clerk

Mission

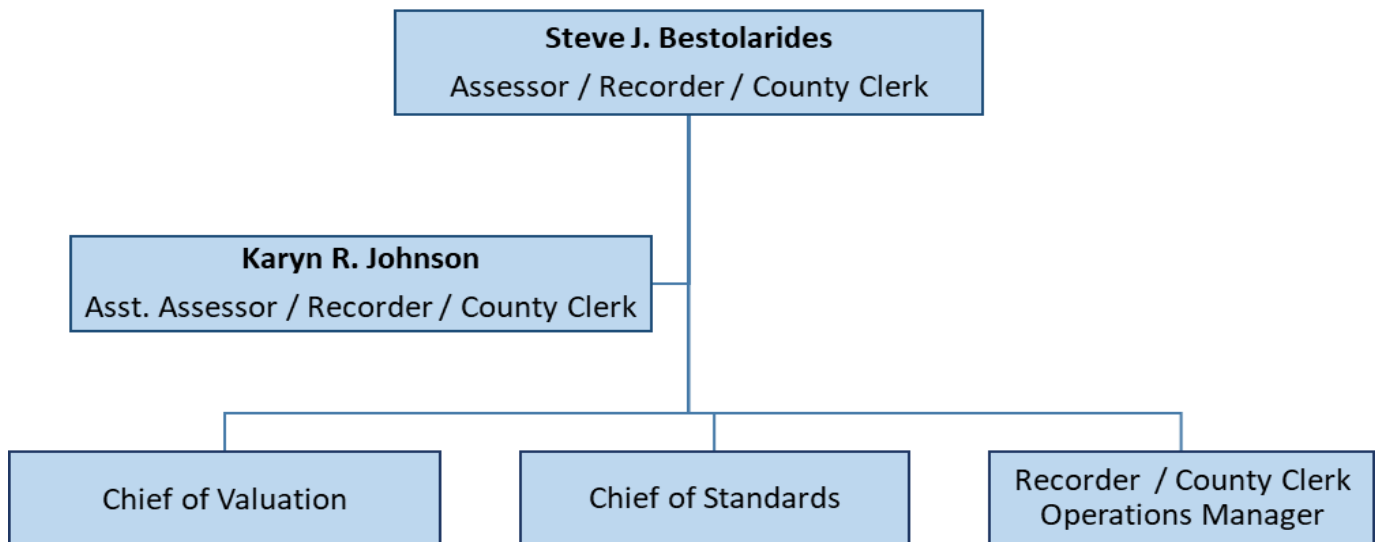
To maintain vital and public records and assess all taxable property according to state laws and regulations.

Vision

To be a leader in service and innovation, where the public and our employees are valued.

Values

- ◆ Leadership: We demonstrate effective leadership as individuals and as an organization by empowering and encouraging others to exercise their best qualities.
- ◆ Integrity: We earn the trust of those we serve by operating ethically and professionally. We treat all individuals in a courteous and effective manner that fosters mutual respect and understanding.
- ◆ Dedication: We commit to the goals of the organization and community by continuously striving for improvement and excellence.
- ◆ Collaboration: We achieve the mission of the organization by working together as an effective team.





Business Manager

Recruitment Announcement
0518-RM0226-01

SUPPLEMENTAL QUESTIONS

The supplemental application must be completed and attached to the standard application form. This is an important part of your application package that will allow us to thoroughly assess and evaluate your qualifications for the position of Assessor-Recorder-County Clerk Business Manager.

1. A Bachelor's degree from an **accredited** college or university is required to qualify.

Do you possess a Bachelor's degree? Yes No

Major: _____

College/University: _____

In each of the questions below, include the employer, job title, and dates of employment.

2. Please describe your responsible managerial experience; please provide the specific job duties performed.

3. Please describe your responsible fiscal experience; please provide the specific job duties performed.

4. Please describe your personnel or governmental administrative or analytical experience; please provide the specific job duties performed.

5. Please describe your experience preparing budgets or your level of participation in the process of preparing budgets. Include the size of the budget and your specific role in the process.

SUBSTITUTION

Do you possess a Master's degree from an accredited college or university? Yes No

Major: _____

College/University: _____

*Note: The Master's degree substitutes for **one** year of the general qualifying experience.*