



San Joaquin County Employment Opportunity

EEDD Administrative Services Manager

Employment and Economic Development Department

The Position

San Joaquin County is recruiting for an experienced manager to oversee programs for the Employment and Economic Development Department (EEDD) of San Joaquin County and provide oversight of regional and department programs, including contract management. The incumbent is a second-level manager that reports to the Director of EEDD and the Deputy Director of EEDD, directly supervises EEDD Division Managers and manages planning, policy and program direction activities.

The EEDD Administrative Services Manager will be responsible for department activities related to regional initiatives and projects and will coordinate San Joaquin County's participation in the Central California Workforce Collaborative (CCWC), requiring collaboration with outside stakeholders, including program managers with other Local Workforce Development Areas (LWDAs). The San Joaquin County EEDD has also been appointed as the administrative entity and fiscal agent of the Prison to Employment grant and is responsible for grant reporting on behalf of the region. This position will serve as San Joaquin County's Regional Liaison on the San Joaquin Valley and Associated Counties Regional Planning Unit (RPU) and will work closely with designated representatives from partner state agencies on regional and statewide program initiatives. This position will also manage the Contracts Management Unit, which coordinates the department's operational plans, develops and monitors grants applications, procures service providers and negotiates and develops contracts.

The Department

The 2020-21 department budget totals approximately \$19.7 million with 71 allocated positions.

Recent Department Highlights:

- The Business Retention and Layoff Aversion contacted over 800 businesses to help them retain workers and/or expand their workforce in San Joaquin County.
- EEDD was awarded a \$3 million Regional Prison to Employment (P2E) Grant by the State of California and has been designated as fiscal agent for the Central Valley Workforce Development Boards. The P2E program helps train individuals to re-enter the labor market with support systems to improve their chances of success.
- The County Economic Development Association was awarded nearly \$200,000 in state funding to support job training to full-time, private sector employees. The award will assist San Joaquin employers in strengthening their competitive edge by developing a highly trained and productive workforce.
- The Stockton Lincoln Street WorkNet Center was recognized as one of the top Comprehensive One-Stop Centers for Workforce Development under America's Job Centers of California.

Recruitment Announcement
0121-RM1173-01
Equal Opportunity Employer

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

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Typical Duties

Plans, organizes and directs the work of staff engaged in the analysis, preparation, and control of portions of the department budget, grants management, service delivery, or the work of staff engaged in program management activities.

Coordinates the review and monitoring of budget, grants management, service delivery or the program management activities with other department staff, county departments, and other agencies.

Analyzes legislation and directives pertaining to department matters; prepares summaries for management staff; recommends systems or procedures to ensure compliance.

Recommends policy statements and directives for management approval; assists other divisions in formulating and implementing policies and procedures relative to fiscal, program management, service delivery, personnel, staff development and other business and administrative matters; serves as department liaison with other agencies on business and administrative matters.

Prepares administrative and operational performance reports and makes formal presentations to governing boards at the state, regional and local level.

Prepares, receives, and evaluates comprehensive reports and data on the department's operations to insure adherence to performance standards and compliance with federal and state regulations

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Minimum Qualifications

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

Experience: Four years of increasingly responsible administrative, managerial or fiscal management work preferably in an employment training agency or social service agency, including two years of supervisory experience involving program planning and execution.

Substitution: Additional qualifying experience may be substituted for the required education on a year-for-year basis. A master's degree from an accredited college in business administration, public administration, economics, or a closely related field may substitute for one year of the required general experience.

License: Possession of a valid California driver's license.



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Compensation and Benefits

Approximate Annual Base Salary:

\$85,093 - \$103,459

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:

- ◆ 125 Flex Spending Benefits Plan
- ◆ A 1% contribution to Deferred Compensation under Section 457 of the IRS code. The Roth IRA (after tax) is available
- ◆ 12 days sick leave annually - 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 each year
- ◆ 1937 Retirement Act - reciprocity with CALPERS

For more benefit information, please access the county's benefits website at:

sjgov.org/departments/hr/benefits

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 Perks at Work.

For additional information regarding the wellness program, please click to visit the SJC Engage website:



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 and supplemental questionnaire on or before the final filing date.

To apply, visit our [webpage](http://jobapscloud.com/sjc) at jobapscloud.com/sjc or scan this QR code with your smartphone's camera.



Final Filing Date:

Friday, February 5, 2021



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Supplemental Questionnaire

In addition to the standard application, responses to the following questions are required.

1. Describe your administrative, managerial or fiscal management work, preferably in an employment training agency or social service agency. Include in your response the number of years of experience you possess and the size of your organization.

2. Describe the programs you were responsible for and the scope of your responsibility.

3. Describe your supervisory experience involving program planning and execution. Include in your response the number of years of supervisory experience you possess, the job titles of the staff you supervised and the number of staff you supervised.

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Make San Joaquin County your new home!

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 California nature, music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

Arts, Culture & Recreation

An abundance of activities and events 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 Bob Hope Theatre, Hutchins Street Square, and the Grand Theater provide cultural and entertainment experiences for children and adults. Sports venues include the Stockton Arena and Banner Island Ballpark for basketball, hockey, baseball, and other sports events. Enjoy college athletics at University of the Pacific and San Joaquin Delta College.

Stockton, the county seat, is the most racially diverse large city in the United States. Over 75 languages are spoken within the region and there is a constant celebration of cultures found in the numerous festivals that invite all community members to share food, music, dance, folklore, customs and traditions.

San Joaquin County operates 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 a historical museum to delight both children and adults. The San Joaquin Delta offers some of the best boating in the state: more than 1,000 miles of waterways stretch from the Stockton Marina to north of Sacramento and offers access to the San Francisco Bay.



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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 College and Law School, National University, and San Joaquin Delta College offer a wide variety of choices for educational opportunities. The County's 14 school districts provide families with a wide choice for children's educational development.



Agriculture

The county is one of the most agriculturally rich regions in California. Almonds are the leading commodity, with 87,300 bearing acres.

Grapes, milk, walnuts and eggs round out the top commodities, with an abundance of other produce. Weekly farmers markets throughout the county offer a cornucopia of fresh fruit 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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