

# SAN JOAQUIN COUNTY GENERAL SERVICES DEPARTMENT IS RECRUITING FOR:

## Property Manager



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



Recruitment Announcement  
0219-RB6512-01

### THE POSITION

The General Services Department is recruiting for a Property Manager who will be responsible for providing property management services for many of the County's facilities, and real estate services for existing and potentially new facilities.

This is an extraordinary opportunity for an individual who possesses property management and real estate experience. Responsibilities will include: lease management, originating, terminating, revising, reviewing, negotiating, and monitoring leases; managing rent payments and deposits; negotiating and creating licenses for temporary use of County property; property evaluations, appraisals, acquisitions, and disposals; coordinating security guards; managing janitorial contracts; and reviewing and analyzing policies and regulations to determine their impact on property management activities and recommending any appropriate changes in operations.

Desirable characteristics include a strong work ethic, ability to work effectively with multiple entities to accomplish tasks, and committed to excellence. Management, administrative, or financial experience requiring the analysis and interpretation of data is required.

### THE DEPARTMENT

The General Services Department consists of four divisions which include the following:

**Facilities Management:** Provides facility-related services for County departments. Areas of responsibilities include building maintenance, minor construction, janitorial services, and real property management.

**Capital Projects Administration:** Provides management and coordination of capital improvements. Duties include project planning, contract negotiations and monitoring, construction management, and fiscal administration.

**Emergency Services:** Coordinates emergency preparedness and disaster response activities. Responsibilities include the County Emergency Operations Center.

**Parks and Recreation:** Provides operational and maintenance services for all County park facilities.

## 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 twenty regional and community parks for boating, camping, 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 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

The 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.

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## COMPENSATION PACKAGE

**Monthly Salary: \$5,777.20- \$7,023.47**

**Health Insurance:** San Joaquin County provides employees with a choice of three health plans: a Kaiser Plan, a Select Plan, and a Premier Plan.

**Dental Insurance:** The County provides employees with a choice of two dental plans: Delta Dental and United Health Care-Select Managed Care Direct Compensation Plan. There is no cost for employee only coverage in either plan.

**Vision Insurance:** The County provides vision coverage through Vision Service Plan (VSP). There is no cost for employee only coverage.

**Life Insurance:** The County provides eligible employees with life insurance coverage as follows:

1 but less than 3 years of continuous service:	\$1,000
3 but less than 5 years of continuous service:	\$3,000
5 but less than 10 years of continuous service:	\$5,000
10 years of continuous service or more:	\$10,000

**125 Flexible Benefits Plan:** This is a voluntary program that allows employees to use pre-tax dollars to pay for health-related expenses that are not paid by a medical, dental or vision plan.

**Retirement Plan:** Employees of the County are covered by the County Retirement Law of 1937.

**Deferred Compensation:** The county maintains a deferred compensation plan under Section 457 of the IRS code.

**Vacation:** Maximum earned vacation is 10 days each year up to 3 years; 15 days after 3 years; 20 days after 10 years; and 23 days after 20 years.

**Holiday:** Effective July 1, 2017, all civil service status employees earn 14 paid holidays each year.

**Sick Leave:** 12 working days of sick leave annually with unlimited accumulation.

**Merit Salary Increase:** New employees will receive the starting salary, which is the first step of the salary range. After employees serve 52 weeks (2080 hours) on each step of the range, they are eligible for a merit increase to the next step.

## MINIMUM QUALIFICATIONS

On January 17, 2019 the Director of Human Resources approved the selective recruitment requirements identified below. Candidates must meet these requirements to be considered for this position.

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

**Experience:** Two years of management, administrative, or financial work requiring analysis and interpretation of data specifically property management which included: developing, negotiating, and managing leases and real estate services involving real property evaluations, appraisals, and transactions.

**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.

The working title for this position is Property Manager. The underlying official classification is Management Analyst II. For a complete job description visit [www.sigov.org/departments/hr](http://www.sigov.org/departments/hr)

## APPLICATION AND SELECTION

Completed application package must include supplemental application and resume to be submitted to the Human Resources Division before the final filing date.

**Final Filing Date: March 8, 2019**

Please submit your application, supplemental application and resume to:

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

**OR**

online at [www.sigov.org/departments/hr](http://www.sigov.org/departments/hr)

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

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## SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application and resume 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 assist us in evaluating your qualifications for this position.

1. This position requires that candidates possess two years of management, administrative, or financial work experience requiring the analysis and interpretation of data specifically in property management which included: developing, negotiating, and managing leases and real estate services involving real property evaluations, appraisals and transactions. Please describe the duties you performed that meets this requirement.
2. Do you have experience managing projects? If yes, identify the types of projects you have managed, and the overall process to take the project from initiation to completion.
3. Do you have experience in the following areas:
  - A. Developing project plans
  - B. Developing presentations and writing Board letters
  - C. Writing Request for Proposals/Agreements

Please share your years of experience, the name of employer(s), and the specific experience of each of the areas listed above.