THE COUNTY OF PLACER, CALIFORNIA, IS SEEKING A HIGHLY SKILLED PROFESSIONAL FOR THE POSITION OF



ASSISTANT DIRECTOR OF GENERAL SERVICES

ANNUAL BASE SALARY

$179,088-$223,704

- Plus a comprehensive benefits package
- Starting salary is dependent upon qualifications and experience

TO APPLY FOR THIS EXCELLENT CAREER OPPORTUNITY, please submit a cover letter detailing how you are the ideal candidate and a resume to Human Resources Analyst Jed Stephenson at JStephen@placer.ca.gov.



ABOUT GENERAL SERVICES

The Department of General Services provides a diverse range of services that support County operations, employees, facilities, assets, and the community. The department includes Administrative Services, Capital Improvements, Real Estate Services, Building Maintenance, Procurement, Fleet Services, Records Management, Document Solutions, and Museums.

Administrative Services provides the department's internal budget, finance, human resources, and administrative support functions, while the department's other divisions manage a broad portfolio of facilities, capital projects, real property, contracts and procurement, vehicles and equipment, records, document and operational services, and public-facing museum programs.

Through these functions, General Services supports nearly every area of County government and plays an important role in enabling departments to effectively deliver services to the public. As a newly formed department, General Services is focused on strengthening connections across its divisions, building consistent organizational practices, improving the customer experience, and positioning DGS as a trusted strategic partner in advancing County priorities.

THE POSITION

This is an outstanding opportunity to help lead and shape a newly formed department within Placer County. The Assistant Director of General Services is an unclassified executive management position reporting to the Director of General Services and serves as a key member of the department's leadership team.

The Assistant Director partners closely with the Director in leading a diverse portfolio of internal and public-facing services and advancing department-wide and County priorities. The position will help establish strategic direction, strengthen coordination across divisions, develop and implement policies and work plans, oversee complex initiatives, and ensure the department delivers responsive, efficient, and customer-focused services.

As the department continues to evolve, the Assistant Director will play an important role in strengthening organizational systems, developing leaders, improving performance, and building a cohesive department that works effectively across functional areas and in partnership with other County departments.

The Assistant Director will assist in the oversight of all department divisions, may have direct responsibility for one or more major divisions, and serves as Acting Director in the Director's absence.



MINIMUM QUALIFICATIONS

Candidates need to possess the following background/qualifications:

EXPERIENCE

Five (5) years of senior-level managerial, administrative, or supervisory level experience planning, organizing, and directing the functions of a multi-divisional general services department or agency that includes infrastructure of facilities design, construction, and maintenance.

EDUCATION

Equivalent to a bachelor's degree from an accredited college or university with major course work in public or business administration, or a related field. Additional training in management is highly desirable.

REQUIRED LICENSE

May need to possess a valid California driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

THE IDEAL CANDIDATE

Placer County is seeking an accomplished, collaborative, and forward-thinking executive who can help lead a diverse and evolving General Services organization. The ideal candidate will demonstrate strong executive judgment, political and organizational acumen, and the ability to build trusted relationships with elected officials, County executives, department heads, employees, community partners, and other stakeholders.

The successful candidate will be an enterprise-minded leader who can lead effectively across multiple disciplines, establish priorities, navigate complex operational and organizational issues, and empower subject-matter experts without needing to be the technical expert in every service area. They will bring demonstrated success leading complex operations and diverse teams, developing leaders, managing organizational change, improving performance, and creating a culture of accountability, collaboration, and service.

The ideal candidate will be a clear and credible communicator who can translate complex operational and technical issues for a variety of audiences and who is comfortable working in a highly collaborative and politically sensitive public-sector environment. Strong financial and business acumen, strategic thinking, organizational management skills, problem-solving ability, and the capacity to balance long-term priorities with day-to-day operational demands will be essential.

Just as important, the successful candidate will understand that General Services is fundamentally a service organization. They will bring a strong customer orientation and a commitment to working across organizational boundaries to help County departments succeed.

Candidates are encouraged to submit a cover letter highlighting how their experience demonstrates the leadership qualities of the ideal candidate, particularly executive leadership of complex and diverse operations, enterprise-level strategic thinking, organizational change and performance improvement, executive and stakeholder relationships, financial and business acumen, and a strong service-oriented approach.



COMPENSATION AND BENEFITS

The annual base salary range for this management position is $179,088 - $223,704. The starting salary is contingent on qualifications and experience. In addition, Placer County offers an attractive benefits package as described below:

ANNUAL LEAVE
The County provides 100 hours of management leave to be used as time off or cashed out, 12 paid days of sick leave, and 14 paid holidays per year (two of which are floating holidays). Vacation is accrued beginning at 10 days and increasing to a maximum of 25 days per year with 20 years of service.

CAFETERIA PLAN
The County provides $5,000 per calendar year to be taken in cash, deposited in a medical spending account, dependent care spending account, or a sponsored 401(k) plan.

DEFERRED COMPENSATION
Voluntary 401(k) and 457(b) plans are available through payroll deductions. The County will match one dollar for every two dollars in employee contributions made to a 401(k) account up to a maximum employer contribution of $5,000 per employee per calendar year.

SALARY PROTECTION
Qualifying employees, after a waiting period of ten (10) consecutive workdays, shall receive 80% of their regular pay up to a maximum of thirteen (13) pay periods to care for self or qualifying family members, or to bond with employee's newborn or newly adopted child or foster child.

LIFE INSURANCE
The County provides life insurance of $50,000 and an accidental policy of $10,000.

HEALTH, DENTAL, AND VISION INSURANCE
The County offers a choice of health insurance plans provided through CalPERS, with the County paying 80% of the selected plan's total premium. The County pays for employee dental and vision insurance (dependent coverage is available at employee's expense).

RETIREE MEDICAL
Employees receive 50% of the County medical contribution upon retirement with ten years of CalPERS service credit, including five years of Placer County service. Employees receive an additional 5% of the County medical contribution for each additional year of service up to 20 years.

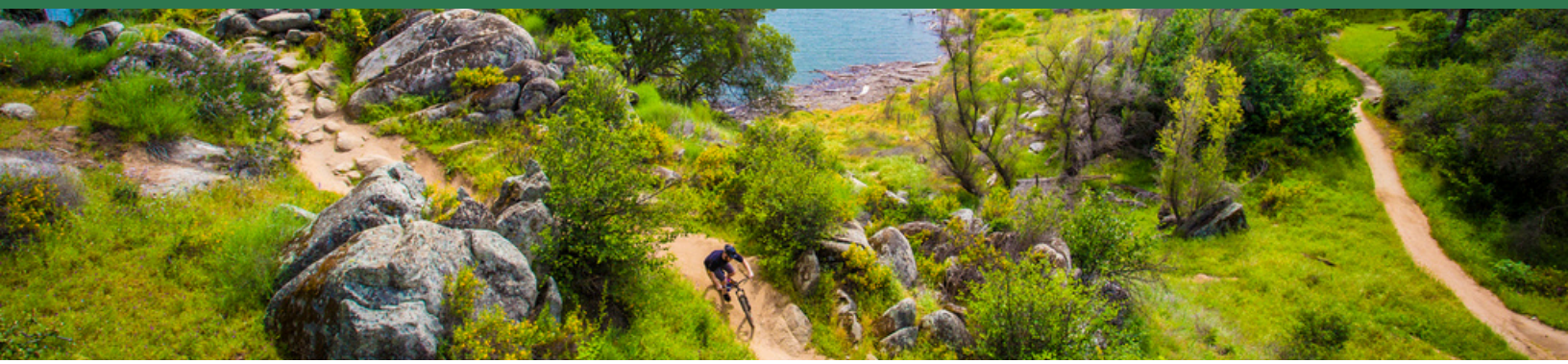
RETIREMENT PLANS
Employees are covered by Social Security and the California Public Employees' Retirement System (CalPERS).

RELOCATION ASSISTANCE
With the approval of the County Executive Officer, the selected candidate may be eligible for relocation reimbursement of up to 50% of their qualifying moving costs such as moving company or van, rental trucks, related moving equipment, and mileage fees, not to exceed $5,000. Employees leaving County employment prior to completing two years of employment will reimburse County for expenses paid.

BEGINNING VACATION & SICK LEAVE BALANCES
With the approval of the County Executive Officer, the County may offer a beginning balance of vacation and sick leave upon hire.

ANNUAL SALARY & BENEFITS	STEP 1	STEP 10
ANNUAL SALARY	**$179,088**	**$223,704**
MANAGEMENT LEAVE CASH OUT (100 HOURS ANNUALLY)	$8,610	$10,755
CAFETERIA PLAN	$5,000	$5,000
401(K) EMPLOYER MATCH ANNUAL MAXIMUM	$5,000	$5,000
TOTAL ESTIMATED BENEFITS	$107,421	$123,188
TOTAL ESTIMATED ANNUAL SALARY & BENEFITS	$305,119	$367,647
NET TOTAL ESTIMATED ANNUAL SALARY & BENEFITS (LESS EMPLOYEE COST)	**$272,436**	**$334,965**

Starting salary varies and is based on qualifications and experience.



VIBRANT COMMUNITIES WITH EXTRAORDINARY POTENTIAL

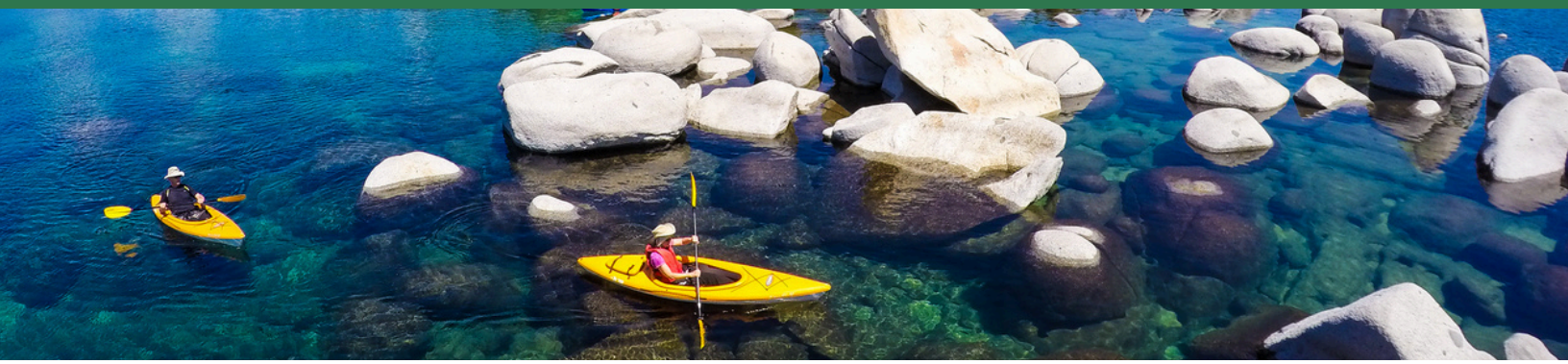
Placer County is an extraordinary community characterized by a healthy and diverse economy, an attractive business environment, and residents who benefit from high-quality educational, safety, and healthcare infrastructure in addition to a wide variety of outstanding recreational opportunities. The government center of Placer County is located in Auburn and is well-positioned 30 miles northeast of Sacramento, the State capital. The total population is approximately 427,661 in unincorporated and incorporated areas of the County combined (Auburn, Colfax, Lincoln, Loomis, Rocklin, and Roseville), including areas of the Sierra Nevada region, the foothills of Auburn, the historic Gold Country, and North Lake Tahoe. Encompassing 1,506 square miles, Placer County is part of the greater Sacramento region, including El Dorado, Sacramento, Sutter, Yolo, Nevada, and Yuba counties. Lake Tahoe, nature's crown jewel of the Sierras, is a short 90-minute drive from the western-most points of the County.

EMPLOYER OF CHOICE AND COUNTY GOVERNANCE

Placer County is consistently ranked first for its quality of life and is one of the healthiest counties in California. Home to Sierra College and Jessup University, with plans for two additional universities to be developed in the western part of the County, Placer also offers a variety of exceptional outdoor recreation opportunities and scenic open spaces. A wide range of housing options exist in the County including multi-family, small lot suburban and urban residential projects, ranchettes, larger rural residential properties, and extensive farmlands with a mix of farming and ranching opportunities. Outdoor recreation activities in Placer County are abundant all year long, from hiking and biking to horseback riding, rafting, snowshoeing, and skiing. Placer County has a strong heritage as part of California's Gold Country and is considered the Gateway to the Sierra.

The County is governed by a five-member Board of Supervisors elected to four-year terms by voters within their respective districts. Six County officials elected at-large are responsible to the Board on budgetary and operational issues. The remaining majority of department heads are appointed and work at the pleasure of the County Executive Officer. Placer County is stable financially due to fiscally prudent decision-making and effective policy setting over the past few decades. Given this stability, the County has been able to achieve its mission to provide responsive, efficient, and effective public services in keeping with its budget and financial policies. The County's budget for FY 2025/26 is $1.37 billion with a current staff of approximately 2,800 funded positions.

FOR MORE INFORMATION ABOUT PLACER COUNTY, PLEASE VISIT WWW.PLACER.CA.GOV





Placer County is located north of the capital city of Sacramento and is conveniently near two major airports: Sacramento International Airport and Reno-Tahoe International Airport

ECONOMICALLY STRONG COUNTY

Median household income of $116,833 and median home value of $716,392

AMONG THE HIGHEST QUALITY OF SCHOOLS IN CALIFORNIA

Placer County has good student-teacher ratios, high graduation rates, and exceptional test scores

TOP 10

PLACES TO RAISE A FAMILY IN CALIFORNIA

Placer County reached number 7 out of 58 in 2026

ONE OF THE BEST-EDUCATED COUNTIES IN CALIFORNIA

57.9%

RESIDENTS HAVE AN ASSOCIATE'S DEGREE OR HIGHER

THE PLACER COUNTY REGION OFFERS A WONDERLAND WITH FOUR DIVERSE SEASONS TO ENJOY THE OUTDOORS

432,026

TOTAL POPULATION

RANKS IN TOP 4 FOR HEALTHIEST COUNTIES IN CALIFORNIA

Placer County ranked highly in longevity, quality of life, social behaviors, and access to clinical care

43.1

MEDIAN AGE

Data from ESRI February 2026



SELECTION PROCESS

To apply for this excellent career opportunity, please submit a cover letter detailing how you are the ideal candidate and a resume to Human Resources Analyst Jed Stephenson at JStephen@placer.ca.gov.

Appointment to this position will be contingent upon successful completion of a post-offer, pre-employment physical examination, and a background investigation, including a Livescan fingerprint clearance.

A resume appraisal screening will be conducted to select a reasonable number of the best-qualified candidates, who will be invited to a panel interview to assess their education, experience, and personal qualifications.

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Thank you for your interest in employment with Placer County. Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that unlawful harassment, discrimination, and retaliation are prohibited and that all employees, applicants, agents, contractors, and interns/volunteers shall receive equal consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer, and promotion will be based on the qualifications of the individual for the positions being filled regardless of the following characteristics: gender (including gender identity and expression), sexual orientation, race (including traits associated with race, which include, but are not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, ancestry, religion (including creed and belief), national origin, citizenship, primary language, immigration status, physical disability (Including HIV and AIDS), mental disability, medical condition (including cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including parental status, pregnancy, childbirth, breastfeeding, and related medical conditions), reproductive health decision making, the person's use of cannabis off the job and away from the workplace, political orientation, or any other classification protected by federal, state, or local law or any combination of two or more characteristics stated herein. Please contact the Human Resources Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.

COUNTY OF Placer

COUNTY OF PLACER · STATE OF CALIFORNIA

Placer County is an equal opportunity employer and is committed to an active nondiscrimination program.

HUMAN RESOURCES DEPARTMENT
Equal Opportunity Employer
145 Fulweiler Avenue, Suite 200
Auburn CA 95603

(530) 889-4060
www.JobsAtPlacerCounty.com