

San Joaquin County Employment Opportunity

Executive Assistant to County Administrator **County Administrator's Office**



ABOUT THE POSITION

The Executive Assistant to the County Administrator is the primary lead administrative support for the County Administrator's Office. This position is an integral part of the peer review auditing team during the active budget period and works closely with the County Administrator and Assistant County Administrator on correspondences at the state, federal, and local levels of government.

THE IDEAL CANDIDATE

The ideal candidate will possess excellent written and oral communication skills and have the ability to work in a fast-paced environment, with multiple competing deadlines. Candidates must possess strong computer skills, preferable with Microsoft Office, Adobe and PeopleSoft or similar financial software programs. Candidates must also be flexible in work unscheduled overtime and weekends during peak budget period.

THE DEPARTMENT

The County Administrator assists the Board of Supervisors to develop long-range policies to serve the County's 762,000 residents. Policies are then implemented through various County departments. The County Administrator's Office works with department heads to ensure all County operations run efficiently and effectively. County departments reporting directly to the County Administrator include: General Services (which includes Facilities Management, Office of Emergency Services, and Parks and Recreation), Human Resources, Information Systems, Purchasing and Support Services, and Registrar of Voters.

Our vision is of a prosperous San Joaquin County, where a culture of innovation and collaboration sustains a high quality of life; social and economic well-being fueled by community values, good jobs, and a healthy environment.

Recruitment Announcement
0622-RB6502-01

Equal Opportunity Employer

Human Resources
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton, California 95202

SAN JOAQUIN
— COUNTY —
Greatness grows here.

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 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. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond.

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



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.



Agriculture

The county is one of the most agriculturally rich regions in California. Grapes are the leading commodity, with 98,000 bearing acres, much of that in wine grapes. Over 85 wineries within the Lodi Appellation offer opportunities for tasting and special events.

Almonds, walnuts, tomatoes and cherries round out the top crops, 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.

Executive Assistant to County Administrator

Typical Duties

- Directs a program within the department; oversees the daily operations of a program, develops programs, participates in grant preparation and coordinates training programs.
- Researches and analyzes department policies, laws, procedures and other administrative matters; determines their impacts upon department operations; prepares narrative, graphic and statistical reports; recommends alternative methods, policies, and procedures, develops policies and procedures for approval
- Prepares and administers the department budget; gathers, organizes, and analyzes budget data; directs fiscal control programs.

Minimum Qualifications

Education: Graduation from an accredited four year college or university with a bachelor's degree in public or business administration, personnel management, or closely related field.

Experience: Two years in budgetary, systems, financial, personnel or other administrative analytical work.

Substitution: Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Major Responsibilities Include

- Conduct Peer Review audit of 164 budgets during active budget period
- Coordinate and maintain CAO calendar
- Engage in frequent interaction with the County Board of Supervisors, state and federal legislators, and local agency representatives
- Supervise the administrative support staff
- Draft and proof Board letters and other correspondences on behalf of County Administrator and Assistant County Administrator
- Coordinate the management of vendor services, and accounts payables and receivables



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](#) or scan the QR code with your smartphone's camera.

Final Filing Date: **June 24, 2022**

This Civil Service position is unrepresented. Final appointment will be conditional upon passing a pre-employment DOJ Live Scan and Background check.



Executive Assistant to County Administrator

Compensation and Benefits

Approximate Annual Base Salary:

\$61,992- \$75,351

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:

- Members of the Confidential Unit receive a supplement of 10% on top of base salary
- A 1% employer contribution to the County's 457 Deferred Compensation Plan
- Vacation cash-out up to eight (8) days 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 paid holidays per year

	Step 1	Step 5
Annual Base Salary	\$61,992	\$75,351
10% Supplement (annual)	\$6,199	\$7,535
1% Employer 457 Contribution (annual)	\$619	\$754
Vacation Cash Out (annual)	\$1,907	\$2,318
Total Potential Annual Compensation	\$70,717	\$85,958

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:



Recruitment Incentives*

- Reimbursement of qualifying moving expenses up to \$2,000
- Vacation accrual rate consistent with candidate's total years of Public Service
- Sick leave credit up to 160 hours of unreimbursed sick leave from prior public employer

**Recruitment Incentives may be available. Incentives must first be approved by the San Joaquin County Administrator.*