

San Joaquin County Employment Opportunity

Assistant Director of General Services

About the Department

The General Services Department oversees four operating units: Capital Projects Administration, Facilities Management, Office of Emergency Services and Parks and Recreation. The mission of the General Services Department is to provide sound stewardship of county resources; to provide extraordinary customer service; to plan, organize and deliver projects and services that support customers' needs, interest and priorities; to minimize property damage and personal injury for emergencies; and to develop and maintain clean and safe parks.

About the Position

The Assistant Director of General Services is responsible for assisting the Director of General Services with leading, managing and administering the programs, projects, functions, budgets, and activities of the General Services Department.

This position assists in ensuring departmental compliance with state, federal and local requirements, regulations and policies, and acts in the absence of the Director as required.

The Ideal Candidate

The ideal candidate will possess knowledge of the principles and practices of public administration, including effective organization, administration, fiscal management and supervision. Additionally, the ideal candidate will possess management level experience related to one or more of the following:

- Facilities maintenance and management
- Parks and recreation management
- Capital projects management
- Property management
- Emergency planning and operations management

The ideal candidate will demonstrate strong leadership and management of diverse work teams; demonstrate analytical and critical thinking skills to evaluate complex problems and recommend appropriate solutions; and possess strong communication skills supporting inter-agency relations, executive and management staff and the community we serve.



Recruitment Announcement
0721-EC1205-EX

Human Resources
44 N. San Joaquin Street
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Phone: (209) 468-3370

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.



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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 in San Joaquin County 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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Compensation and Benefits

Annual Base Salary: **\$115,206- \$140,033**

In addition to the base salary, the County offers a Cafeteria Plan in the annual amount of \$24,023 which is considered the employer's benefit contribution and may be used to purchase medical, dental, and vision coverage.

Depending on the health plan selected, premiums not paid by the Cafeteria Plan allowance will be the employee's responsibility through a pre-tax deduction. Unused monies are paid as additional salary.

- A 2% employer contribution to the County's 457 Deferred Compensation Plan (valued from \$2,304 to \$2,807 annually)
- Vacation cash-out up to eight (8) days annually (valued from \$3,545 to \$4,308)
- 1937 Retirement Act plan — reciprocity with CALPERS
- 125 Flex Benefits Plan
- 12 days sick leave annually - unlimited accumulation
- 15 days of vacation leave (20 days after 10 years and 23 days after 20 years) 14 paid holidays per year
- 10 days administrative leave per year

Potential cashable	Step 1	Step 5
Annual Salary	\$115,206	\$140,033
2% Deferred Comp annual	\$2,304	\$2,807
Vacation Cash-out	\$3,545	\$4,308
Cafeteria	\$24,023	\$24,023
Total	\$145,078	\$171,171

For more information, please access the [County's benefits 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 the prior public sector employer.

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

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.

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Desirable Qualifications

This opportunity is open to existing employees of San Joaquin County. All interested County employee candidates are encouraged to apply.

Education: Graduation from an accredited four-year college or university with a master's degree in business or public administration, engineering, architecture, facilities maintenance/management, or a related area.

Experience: Five years of administrative or management experience in a public agency, including experience managing and maintaining facilities as well as one or more of the following areas: parks and recreation, capital projects, properties, and emergency programs and operations.

Application Submittal

The competitive process includes submittal of a completed San Joaquin County Employment application and Supplemental Questionnaire by the final filing date.

Final Filing Date: **August 6, 2021**

Resumes will not be accepted in lieu of a complete application package.

To apply, visit our [webpage](#) or scan this QR code with your smartphone's camera.



Supplemental Questions

In addition to the standard application, responses to the following questions will be required:

- * Describe your job related experience and training with public agency departments or large agency programs.
- * Describe your budget experience, including the size and complexity of the budget, and your level of participation in the process.
- * Describe your experience managing controversial projects or programs that have included significant involvement with stakeholder groups, community associations or special interest groups.
- * Describe your experience with short and long-range innovative strategic planning and implementation.

Selection Process

If warranted by the number of candidates, applications may be reviewed by a screening panel. If utilized, the screening panel will select those most qualified to be considered for participation in the selection process.

Offer of employment will be conditional upon successfully passing a pre-employment background, DOJ Live Scan and drug screen.

This position is exempt from the San Joaquin County Civil Service system. Appointments to exempt positions are at-will and are not governed by the Civil Service Rules.