

"We are committed to excellence and strive to provide outstanding customer service."
— **Monica Nino, County Administrator**

CAREER OPPORTUNITY

ASSISTANT COUNTY ADMINISTRATOR

COUNTY OF SAN JOAQUIN, CALIFORNIA

\$193,211.20 - \$234,852.80 Annually DOE/DOQ

San Joaquin County seeks an Assistant County Administrator (ACA) who craves an environment that is alive with endless opportunities and is pursuing an organization and community that promotes a creative climate and has amazing potential. If you are fiscally strong, have public sector leadership and labor experience, are strategic, communicative, and politically astute, this could be the ideal position for you. Come to San Joaquin and enjoy more affordable California living just outside the Silicon Valley where you can shape the future of San Joaquin County and improving the quality of life for those who live here.

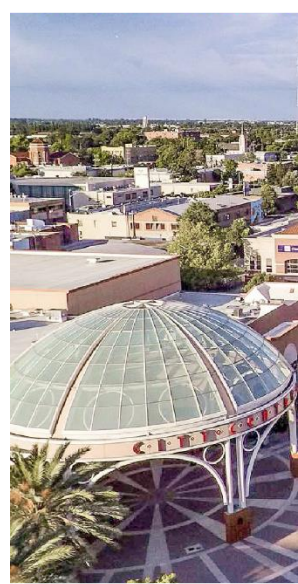


the COMMUNITY

San Joaquin County is located in central California, east of the San Francisco Bay Area, offering a more relaxed pace of living. San Joaquin is in close proximity to recreational activities of all types, from the Delta, which provides miles of waterways for boating, fishing and recreation, to big city attractions of San Francisco, to stunning natural environments such as Lake Tahoe, Yosemite National Park and the vineyards of the surrounding countryside. San Joaquin County also enjoys a thriving arts culture, museums, the Stockton Symphony, the Bob Hope Theatre, the Grand Theatre and the Stockton Civic Theatre. The County is a very diverse community and is a blend of culture and tradition.

the ORGANIZATION

The County of San Joaquin includes a workforce of 7,447 employees in 26 departments who serve approximately 765,000 residents in our county. San Joaquin County is a region where responsible growth and innovation create an environment to move business forward. Our proximity to the Bay Area, a unique and sophisticated transportation network, a robust workforce, affordable housing and vibrant communities add up to California's next frontier. Here in San Joaquin, the fast growing transportation and logistics industries, such as Amazon and FedEx, take advantage of our multi-modal transportation hub, strategic location and livable communities for their employees. Our agricultural stronghold continues to expand as evidenced by an agricultural value exceeding \$2.5 billion, agricultural products that are exported to 90 countries worldwide, and our position as California's largest wine grape producer. Amid news of California's housing challenges, San Joaquin continues to offer affordable, quality communities with award winning schools where employees and their families can thrive. What's our secret? San Joaquin County's success is built on innovation and collaboration. We are flexible and creative. We value our heritage, and we embrace new ideas.



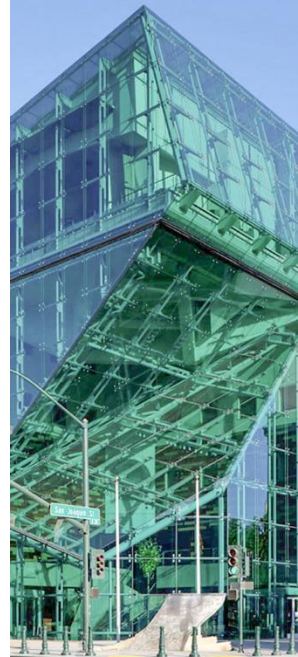


RECENT ACCOMPLISHMENTS & FUTURE CHALLENGES

ENSURE FISCAL RESPONSIBILITY: Developed a structurally balanced final budget for the 2020-2021 fiscal year including the commitment of additional 5% towards the County's unfunded retirement liability.

PROMOTE GOOD GOVERNANCE AND INCREASE ORGANIZATIONAL CAPABILITIES: Encourage collaboration internally among County Departments and other external public-sector agencies and community organizations that provide opportunities for the disadvantaged (i.e. homeless, victims, and youth).

PROMOTE ECONOMIC DEVELOPMENT: The County remains committed to being responsive and supportive to local jurisdictions and business through local incentives, available land and competitive building fees.





the JOB

The Assistant County Administrator (ACA) is an at-will, executive leadership position that reports to the County Administrator. The ACA will assist with managing and overseeing staff in the County Administrator’s Office, assist in the preparation and oversight of a \$1.9 billion-dollar budget, oversee 4 direct reports, and approximately 300 indirect reports, in five departments which include:

ADMINISTRATIVE OFFICE:

budget preparation, legislation and labor negotiations

HUMAN RESOURCES:

human resource and risk management

INFORMATION SYSTEMS:

IT systems and Registrar of Voters

GENERAL SERVICES:

parks and recreation, office of emergency services, facilities maintenance, and capital projects

PURCHASING/SUPPORT SERVICES:

warehousing and purchasing

This position will be responsible for advancing the strategic priorities of the Board of Supervisors and the County Administrator and continuing the advancement of innovation and strategic approaches to improving delivery to our community.

the IDEAL CANDIDATE

The ideal candidate will be a dynamic leader, who seeks an opportunity to work for a progressive and creative climate, and craves an environment that is alive with endless opportunities and amazing potential to advance the community and improve the services and ultimately the quality of life for those we serve. The next ACA will be strategic, innovative, communicative, and politically astute. Additionally, this person will be fiscally strong and understand financial systems implementation, financial statements, pension and union environment, and preferably has had experience working with all types of County Departments including centralized core services such as IT, HR, Facilities and Purchasing.



The ideal candidate will...

LEADERSHIP / COMMUNICATIONS / STRATEGY

- ♦ Have a proven and successful track record of working with Boards and elected officials.
- ♦ Align self and professional priorities with the operations strategic plan.
- ♦ Create a performance-outcome based organizational culture.
- ♦ Be a brilliant communicator and adept mediator.
- ♦ Be a strategic thinker, creative problem solver, trust builder and accountable decision maker.
- ♦ Set and communicate a clear vision and organizational objectives.
- ♦ Be an assertive and influential leader, able to advocate and advance initiatives for the County.
- ♦ Build and support a culture that is progressive, collaborative, transparent, and data driven.
- ♦ Be a positive team builder and provide staff opportunities for professional growth and mentoring.
- ♦ Empower others and promote interdepartmental teamwork and collaboration.
- ♦ Be politically savvy and able to address complex issues in public settings.
- ♦ Think of creative ways to use technology to advance service delivery and improve efficiencies.

INTERPERSONAL / COMMUNITY & BUSINESS PARTNER

- ♦ Value the importance of connecting with other community organizations, listen to their needs, build trust, and leverage their ideas and partnerships to effectively address community issues.
- ♦ Collaborate with other jurisdictions, agencies, businesses and institutions to produce partnered solutions.
- ♦ Appreciate the economic and cultural diversity of San Joaquin's community.
- ♦ Be responsive, approachable and accessible.
- ♦ Be self-directed, motivated, and flexible.

BUSINESS ACUMEN / ADMINISTRATION / OPERATIONS

- ♦ Operate within a strong ethical framework and strive to uphold the public trust.
- ♦ Improving accountability, customer service, and efficiency.
- ♦ Provide fiscal oversight and accountability and oversee budget development, revenue forecasting, and management of enterprise funds.
- ♦ Oversee the performance of long-term financing for operational and capital needs.
- ♦ Be a big picture visionary to advance the County's goals and objectives.
- ♦ Ensure the effective and efficient implementation of the Board's strategic priorities, policy and direction.
- ♦ Monitor and keep others informed of issues, trends and legal matters that affect the County.
- ♦ Select, appoint, supervise, and evaluate department directors.
- ♦ Have a familiarity with contracts on a variety of administrative, fiscal, and special projects, including collective bargaining agreements and labor unions.

EMPLOYMENT STANDARDS

In addition to the above ideal candidate competencies, successful candidates will have:

Graduated from an accredited college or university with a degree in business, public administration, accounting, economics or related field.

Several years of management level experience, that included responsibility for fiscal, personnel, administrative and/or analytical programs, and required major program planning, budgeting, and implementation.

PREFERRED

- ♦ A master's degree in business or public administration, accounting, economics or related field.
- ♦ California state or local government experience.

SALARY & BENEFITS

The salary range for this position is \$193,211.20—\$234,852.80 annually DOQ/DOE. 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.

— B E N E F I T S —

- ◆ A 5% employer contribution to the County's 457 Deferred Compensation Plan (valued from \$9,660 to \$11,742)
- ◆ Vacation cash-out up to 15 days a year (valued from \$11,146 to \$13,549)

- \$7,020 Annual Car Allowance
- ◆ 37 Act defined benefit retirement plan with reciprocity with CalPERS
- ◆ 15 days of vacation leave a year (20 days after 10 years, 23 days after 20 years)

- ◆ 12 days of sick leave annually with unlimited accumulation
- ◆ 14 paid holidays per year
- ◆ 80 hours of administrative leave annually
- ◆ 125 Flex Benefits Plan

Potential Recruitment Incentives

Reimbursement of qualifying moving expenses up to \$5,000; 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-sector employer

— The County of San Joaquin is an equal opportunity employer. —

— HOW to APPLY —

Submit Completed Application, Resume, Cover Letter and Supplemental Questionnaire

Final Filing Date: OCTOBER 2, 2020

Apply Online At:

www.sjgov.org/departments/hr



QUESTIONS?

Call Jennifer Goodman at **209.953.7325**

or email: jgoodman@sjgov.org