

San Joaquin County Employment Opportunity

CAO Communications/Public Information Officer (Deputy County Administrator)

About the position

The County Administrator's Office is recruiting for the County's Communications/Public Information Officer (Deputy County Administrator). This position is responsible for coordinating and managing a County-wide strategy for public information, media relations, and internal/external communications. This position is responsible for initiating and implementing the Board's Strategic priorities and department's SMART goals. Additionally, this position may have a broad responsibility for coordinating and advising on administrative, financial, and policy activities of a wide range for County departments and may perform legislative affairs duties as assigned to back-up the Legislative Analyst. Special projects and other duties may be assigned.

This position will be expected to model a strong work ethic and leadership skills, including accountability for oneself and others. Assignments are carried out with independence and are reviewed by the Assistant County Administrator, and/or the County Administrator. The Communications/Public Information Officer (Deputy County Administrator) will have regular interaction with the Board of Supervisors and will interface with department heads, outside agencies and others regarding communications, public information, and policy matters. Future promotional opportunities may be available to the Senior Deputy County Administrator level.

The Ideal Candidate

The County's Communication/Public Information Officer will play an important leadership role in the County organization and must be a collaborative and innovative problem solver. The ideal candidate will possess strong professional and administrative public relations and communications experience, including implementing comprehensive public information, media relations, and communications programs from a global management perspective. Candidates must possess excellent oral and written communication skills, which will be used to present County information and crisis management information to the public and other interested parties.

CAO Communications/Public Information Officer

(Deputy County Administrator)

Typical Duties

- Develops, manages, and communicates protocols and standards for internal and external communication in alignment with the Board's Strategic Priorities and County branding standards.
- Represents County departments before the news media, and public/private sector officials on a variety of issues that impact County programs, especially those that are deemed politically sensitive.
- Builds and executes a Countywide social media strategy and policy that makes meaningful connections and promotes community awareness.
- Develops and manages the County's branding standards. Works with departments to ensure any communications (web, media, or other) enhance the community's understanding of County or department positions and programs.
- Responsible for the County's Annual Report.
- Responsible for coordinating the Board's Strategic Priorities (three-year cycle) and oversees the County's SMART goals program, monitoring, and reporting on outcomes.
- Maintains positive working relationships with all media representatives and County staff.
- Develops and facilitates training to the Board of Supervisors, department leadership, and staff on a variety of topics including County branding, communication standards, and media relations.
- Participates in the management of specific programs, as assigned, with emphasis on the financial and operational impact of such programs. Current special project includes managing the County's homelessness initiatives, including coordinating with local jurisdictions and County departments to ensure efficient use of funding. Manages communication regarding the County's efforts to support this population.
- Mentors and provides guidance to departmental PIO's. Conducts quarterly countywide communication meetings and training.

Typical Duties (continued)

- Coordinates activities with Public Information Specialists, Marketing Specialists, and other positions assigned to this function in County departments, discusses current developments and on-going programs, and provides/obtains information for public dissemination.
- Exercises good judgment and makes sound business decisions in assigned activities and functions; provides strategic leadership through communication, demonstration, and accomplishment of the County vision, mission and values; provides superior customer service.
- Provides crisis and emergency response when assigned. It is expected this position will participate in activated emergencies through the County's Office of Emergency Services.
- Manages the selection, contract development and work of contractors and consultants; monitors contract compliance, performance, and budget.
- May work with the County's Legislative Analyst to review, analyze, and prepare recommendations for changes in State and Federal legislation and administrative rules and regulations involving assigned projects or programs.
- May train or lead assigned personnel.

About the Department

The County Administrator's 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. The County Administrator assists the Board of Supervisors to develop long-range policies to serve the County's 800,965 residents. Policies are then implemented through various County departments. Current 2025-2026 through 2027-2028 Board priorities supported by the County Administrator's Office and this position include Maintain Fiscal Responsibility & Promote Organizational Innovation, Public Safety/Quality of Life, Supporting a Healthy Community, Reduce Unsheltered Homelessness, Water Management, and Economic Development. The County Administrator's Office works with department heads to ensure all County operations run efficiently and effectively.

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Compensation and Benefits

Approximate Annual Base Salary:

\$123,726 - \$150,389*

*Salary includes 10% confidential supplement

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
- 80 hours of Administrative Leave annually (prorated)

	Step 1	Step 5
Annual Base Salary	\$112,478	\$136,717
10% Supplement (annual)	\$11,248	\$13,672
1% Employer 457 Contribution (annual)	\$1,125	\$1,367
Vacation Cash Out (annual)	\$3,461	\$4,207
Total Potential Annual Comp	\$128,312	\$155,963

Recruitment Announcement
0925-EM0260-EX
Equal Opportunity Employer

Desirable Qualifications

Education:

Graduation from an accredited four-year college or university with a degree in Public or Business Administration, Communications/Public Relations, Journalism, English, Economics, Social or Behavioral Science or a closely-related field.

Experience:

Four years of responsible managerial, public relations/communications, fiscal personnel, or governmental administrative and/or analytical work experience, two years of which must have been at a level equivalent to a Management Analyst III in San Joaquin County. **Highly Desirable:** Two years of public information or public relations experience.

Substitution:

A Master's degree in Public or Business Administration, Economics, Communications/Public Relations or a closely related field from an accredited college or university may be substituted for one year of experience.

Application and Selection

To apply, submit a completed application and supplemental questionnaire via our [webpage](#) on or before the final filing date. Selected qualified candidates will be invited to participate in a selection process including a screening panel and written exercise. The top candidates will then be invited to a final panel with the County Administrator where they will be asked to provide a portfolio of previous work. Offers of employment will be conditional upon passing a pre-employment screen, background and Live Scan fingerprint.

If you have any questions, please contact Lisa Nebe, Personnel Analyst at (209) 468-9553.

Final Filing Date: **October 3, 2025**

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 eight 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.



Equal Opportunity Employer

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. Milk is the leading commodity in the area. Grapes, eggs/chickens, walnuts, cherries, cattle, tomatoes, blueberries and silage round out the top crops, with an abundance of other produce. Grapes make up 81,600 bearing acres, much of which are wine grapes. There are over 85 wineries with over 125 different varietals represented within the Lodi Appellation offering opportunities for tasting and special events.

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.

SAN JOAQUIN
— COUNTY —

Greatness grows here.