

The seal of San Joaquin County is a circular emblem. It features a central shield with a balance scale, a book, and a plow. The shield is surrounded by a wreath. The words "SAN JOAQUIN COUNTY" are written in a circular border around the shield. The seal is rendered in a light green color.

# San Joaquin County Employment Opportunity

## **Senior Deputy County Administrator**

### **About the position**

The County Administrator's Office is recruiting for a Senior Deputy or Deputy County Administrator. This key position has broad, independent responsibility for directing, coordinating, and advising on administrative, financial, and policy activities. This key position has the multi-department responsibility for budget preparation, quarterly fiscal reporting, ongoing monitoring of the annual budget, and multi-year financial analysis. The successful candidate will have an understanding of structurally balanced budget requirements, including the Board of Supervisors priorities, as part of the annual budget process. The Deputy will directly interface with the County Administrator, Department Heads, outside agencies and others regarding financial, budgetary, administrative, legislative, and policy matters.

### **The ideal Candidate**

The Senior County Administrator will play a critical leadership role in the County organization and must be a collaborative and creative problem solver. The ideal candidate will possess strong financial and budget analysis experience, preferably in a health care services organization, coupled with a strong global management perspective. Candidates must possess excellent oral and written communication skills which will be used to present complex financial information to the Board of Supervisors, Boards and Commissions, County leadership and other organizations. The County Administrator is seeking a strong leader with the ability to effect change and improvement in a government setting.

### **About the department**

The County Administrator assists the Board of Supervisors to develop long-range policies to serve the County's 772,948 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 Capital Projects, Facilities Management, Office of Emergency Services, and Parks and Recreation), Human Resources, Information Systems (which includes Registrar of Voters) and Purchasing and Support Services.

# 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.

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.



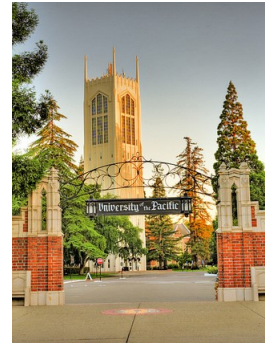
Recruitment Announcement  
1120-EM0261-EX

Equal Opportunity Employer

Human Resources  
44 N. San Joaquin Street,  
Suite 330  
Stockton, California 95202  
Phone: (209) 468-3370

## 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 one of the leading commodities, 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.

**SAN JOAQUIN**  
—COUNTY—

*Greatness grows here.*



# Senior Deputy County Administrator Deputy County Administrator (DOQ)

## Typical Duties

- Participates or supervises others in the most complex and difficult financial, administrative, and management work, including the preparation, review, and administration of departmental and total County budgets.
- 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.
- Participates or supervises others in studies or projects and in the preparation of proposed orders, resolutions, rules, regulations and general County operating policies and procedures.
- Reviews, analyzes, and prepares recommendations for changes in state and federal legislation and administrative rules and regulations involving assigned projects or programs.
- Directs specific programs, as assigned, with emphasis on the financial and operational impact of such programs.
- Consults with County department heads and subordinates in achieving objectives; works with city, state, federal, and non-governmental persons and groups relative to County services; may represent a department or the County to other agencies or community groups.
- Prepares and directs preparation of reports and studies.
- May direct or supervise subordinate personnel.
- May manage a County department or function and/or act as an interim department head as assigned.



## Major responsibilities of the position:

- Leads the annual budget preparation process for multiple departments
- Develops quarterly financial reporting
- Builds a structurally balanced budget
- Advises on administrative, financial, and policy activities
- Coordinates complex special projects and studies
- Liaison with internal and external groups

## Desirable Qualifications

**Education:** Graduation from an accredited four-year college or university with a major in public or business administration, economics, social or behavioral science, or a closely-related field.

**Experience:** Five years of responsible managerial, fiscal, personnel, or governmental administrative and/or analytical work, one year of which must have included responsibility for program planning and execution at or above the level of Deputy County Administrator in San Joaquin County.

**Substitution:** A Master's Degree in public or business administration, economics, or a closely-related field from an accredited college or university may be substituted for one year of experience.

## 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.

# Senior Deputy County Administrator Deputy County Administrator (DOQ)

## Compensation and Benefits

Approximate Annual Base Salary:

**\$114,671 - \$139,383**

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

- ◆ 457 Deferred Comp Plan with a 2% employer contribution
- ◆ Vacation cash-out up to 8 days annually
- ◆ 1937 Act retirement plan with reciprocity with CalPERS
- ◆ 125 Flex Benefits Plan
- ◆ 15 days of vacation leave a year, 20 days after 10 years, and 23 days after 20 years
- ◆ 12 days of sick leave annually with unlimited accumulation
- ◆ 14 paid holidays per year
- ◆ 10 days of administrative leave year
- ◆ Life Insurance

### Potential Cashable Compensation

	Step 1	Step 5
Annual Base Salary	\$114,671	\$139,383
2% Deferred Comp	\$2,293	\$2,788
Vacation Cash Out	\$3,528	\$4,288
Cafeteria Plan	\$24,023	\$24,023
<b>Total</b>	<b>\$144,515</b>	<b>\$170,482</b>

## 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 employer

*\* Incentives must first be approved by the San Joaquin County Administrator.*

## Application and Selection

To apply, submit a completed application and supplemental questionnaire via our [webpage](#) on or before the final filing date. All applications will be reviewed by a screening panel. The screening panel will select those most qualified to participate in a final selection process with the County Administrator. Offers of employment will be conditional upon passing a pre-employment drug screen, background, and Live Scan fingerprint.

If you have any questions, please contact Jennifer Goodman, Principal Personnel Analyst at (209) 953-7325.

Final Filing Date: **December 18, 2020**



## Supplemental Questions

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

Provide an overview of your professional work experience to include your management experience in a state or local government setting.

Describe your experience developing, administering, and directing annual budget preparation for a medium to large (550,000 population or more) county or municipal government setting. Please include your role in presenting the budget to Boards or Commissions for approval.

Please describe your experience analyzing regulations or legislation with the particular focus of recommending implementation policy.

Provide a description of a major project you were responsible for and its impact on your organization.

Provide an example of a creative and innovative solution or improvement you suggested that is still being used today.

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—COUNTY—

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