



Alameda County General Services Agency  
invites your interest to apply for the position of

## **DEPUTY DIRECTOR**

Technical Services Department

**\$143,395.20-\$174,408.00 Annually\***

\*Additional 10% compensation when assigned responsibility for Construction Program Planning  
and Architectural Services ( \$157,734.72-\$194,848.80 Annually)



*Rendered image of East County Hall of Justice in Dublin, CA—scheduled for completion in 2017*



## **GSA's Technical Services Department**

The current vacancy is located in GSA's Technical Services Department. The Technical Services Department is responsible for cost effective, timely, management of Capital Construction projects with an annual budget of more than \$500 million, including medical facilities construction management. The Technical Services Department is also responsible for energy management, environmental and hazardous materials management, sustainability, and property and salvage.

Under administrative direction of the Director or the Assistant Director of the General Services Agency, the Deputy Director, GSA plans, organizes, coordinates and directs the operation of the Technical Services Department of the General Services Agency. Additionally, the Deputy Director for the Technical Services Department is responsible for architectural and construction services, energy management, environmental and hazardous materials management, sustainability programs, medical facilities construction, property and salvage and related professional engineering services for all County buildings and building systems.

## **Alameda County**

Alameda County with a population approaching 1.6 million residents is the geographic center of the San Francisco Bay Area, located on the east side of the Bay across from the San Francisco peninsula, with Contra Costa County to the north and Santa Clara County to the south.

Alameda is the second largest county in the Bay Area and the seventh largest county in the State. The County encompasses 14 incorporated cities and six unincorporated areas that span a total of 738 square miles. Commonly referred to as the "East Bay," the region has been the fastest growing in the San Francisco Bay area for more than two decades.

The East Bay is popular because of its desirable location, incredible diversity, ideal climate, broad economic base, plus its range of available housing and business opportunities. The County itself is one of the most diverse regions in the entire country.

## General Services Agency

Alameda County's General Services Agency (GSA) supports a wide range of activities including capital project management, procurement and contract administration, design and construction management, sustainability, energy management, environmental and hazardous materials management, medical facilities construction, property and salvage and related professional engineering services, building maintenance, real estate services, portfolio management, transportation services, as well as other Countywide support services.

## The Ideal Candidate

In addition to meeting the minimum qualifications, **the successful candidate for the position of Deputy Director, GSA-Technical Services Department will have strong analytical, written and oral communication skills and will:**

- Be able to plan, organize, coordinate, direct and manage on-time and on-budget complex construction projects through subordinates;
- Possess strong political acumen;
- Have a proven track record in coordination and collaboration both internally and with multiple stakeholders in the County to deliver projects on-time and within budget;
- Be an effective communicator with excellent interpersonal skills focused on customer service and building an environment where diverse, multidisciplinary teams can work together to enhance the delivery of services;
- Be an exemplary leader, possessing the skills necessary to identify, navigate and successfully interact within the dynamics of the organization, while maintaining sensitivity to the competing needs of staff, and internal and external stakeholders;
- Be a sound decision maker with the ability and experience to identify and understand complex issues, problems, concepts, and opportunities; apply logical thinking and quantitative methods of gathering and analyzing information and exercise good judgment based on available data; design solutions to problems; formulate and articulate action plans proactively and collaboratively;
- Be a strategic thinker with the ability to instill a culture of innovation and high standards; and
- Be able to lead, direct, and manage organizational change.



*The Highland Hospital Acute Tower Replacement Project. Alameda County's largest capital project, scheduled for completion in 2017*



*The San Lorenzo Library Expansion Project. The library reopened in August 2015.*

# Compensation and Benefits

Alameda County offers a comprehensive and competitive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families. We also sponsor many different employee discount, fitness and health screening programs focused on overall well being. These benefits include but are not limited to\*:

## For your Health & Welfare Benefits

- Medical – HMO & PPO Insurance
- Dental – PPO & DHMO Insurance
- Vision
- Basic Life Insurance
- Supplemental Life Insurance (with optional dependent coverage)

## For your Financial Future

- Short-Term Disability Insurance
- Long-Term Disability Insurance
- Retirement Plan – (Defined Benefit Pension Plan)
- Deferred Compensation Plan

## For your Work/Life Balance

- 11 Paid Holidays
- Vacation and Sick Leave Accrual
- Vacation Purchase Program
- Management Paid Leave

*\*For a complete listing of the competitive benefits package, please visit the job bulletin online.*

## The Process

THE EXAMINATION WILL CONSIST OF the following steps:

- 1) A review of candidates' applications to verify possession of minimum requirements. Those candidates who possess the minimum requirements for the class will move on to the next step in the examination process.
- 2) A review of candidates' Supplemental Questionnaires (SQ) to select the best qualified applicants to continue in the process.
- 3) An oral interview which will be weighted as 100% of the candidate's final examination score. The oral interview may contain situational exercises.

Applicants will be informed via email with reasonable notice in advance of any examination process which will require their attendance. The following dates are tentative and subject to change based on the needs of the Agency:

### TENTATIVE SELECTION PLAN

<b>Deadline for Filing:</b>	<b>5pm, Tuesday, March 29, 2016</b>
<b>Review of Minimum Qualifications:</b>	<b>Friday, April 1, 2016</b>
<b>Review of SQ for Best Qualified:</b>	<b>Friday, April 8, 2016</b>
<b>Panel Interviews:</b>	<b>Week of April 25, 2016</b>

## Contact Us

Sam Gee  
Personnel Svcs Manager  
Human Resource  
Services Division-

County of Alameda  
510-267-9492

## To Apply

Please submit an online  
application at:

[www.jobaps.com/alameda](http://www.jobaps.com/alameda)