

# SAN JOAQUIN COUNTY GENERAL SERVICES DEPARTMENT

## Assistant Director of General Services

### THE POSITION

The General Services Department is recruiting for an Assistant Director of General Services who will be responsible for planning, directing, organizing, and administering services of multiple divisions within the San Joaquin County General Services Department.

This is an extraordinary opportunity for an experienced manager or administrator who will provide strategic leadership to several divisions which includes Facilities Management, Capital Projects, Emergency Services and Parks and Recreation. The Assistant Director will have management responsibilities for the Facilities Management Division and general administrative oversight of all other divisions of the General Services Department.

The incumbent will model a strong work ethic, leadership skills, and the ability to develop innovative and effective solutions to administrative and operational challenges. Candidates should have the proven ability to effectively lead teams with multiple stakeholders to achieve common goals. This challenging opportunity will command a leader who is committed to excellence, who possesses a strong customer service focus, and who champions continuous improvement to ensure facilities and services meet the needs of San Joaquin County and our customers.

### THE DEPARTMENT

The General Services Department consists of four divisions which include the following:

**Facilities Management:** Provides facility-related services for all County departments. Areas of responsibilities include building maintenance, minor construction, janitorial services, and real property management.

**Capital Projects Administration:** Provides management and coordination of capital improvements. Duties include project planning, contract negotiations and monitoring, construction management, and fiscal administration.

**Emergency Services:** Coordinates emergency preparedness and disaster response activities. Responsibilities include the County Emergency Operations Center.

**Parks and Recreation:** Provides operational and maintenance services for all County park facilities.



Human Resources  
44 N. San Joaquin Street  
Third Floor, Suite 330  
Stockton CA 95202  
Phone: 209-468-3370



## SAN JOAQUIN COUNTY

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

## 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 the Children's Museum of Stockton 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 twenty regional and community parks for boating, camping, 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 north to Sacramento and offering access to the San Francisco Bay.

## AGRICULTURE

The county is one of the most agriculturally rich regions in California and is the number one producer, statewide, of asparagus. Twenty-four thousand acres of county farmland are dedicated to production of this crop. In recent years, the leading crop in the county has been wine grapes, and wineries and vineyards have sprung up from Stockton to Lodi.



## EDUCATION

From preschool to higher education, the county has it covered with an abundant array of opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys College and School of Law, National University and 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.

## HOUSING

Homes and apartments are plentiful and the median home price in the County is still affordable when compared to other nearby areas.

Affordable, comfortable housing is available in most sections of the county and new homes abound in both the south and north area, with 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.



# Assistant Director of General Services

Exempt Recruitment Announcement  
0714-EC1205-EX

## TYPICAL DUTIES

**Responsibilities and duties assigned to this position may expand beyond those identified in this specification.**

- ◆ Assists the Director with planning, organizing and directing the development and delivery of departmental services, including but not limited to those related to parks and recreation, facilities maintenance and management, capital projects, property management, and emergency services; may provide direct oversight for one or more departmental units/divisions.
- ◆ Assists with the development and implementation of departmental quality control and quality improvement programs and initiatives; analyzes and monitors performance indicators and ensures that departmental operations meet established standards; recommends process improvements to ensure operational effectiveness and superior customer service.
- ◆ Assists with directing the activities of departmental staff through subordinate managers and supervisors; selects staff and evaluates performance; reviews and takes action on disciplinary matters.
- ◆ Assists with the development of operational policies and procedures; analyzes and interprets existing and proposed federal, state and local legislation, policies, procedures and other directives to determine impact on operations.
- ◆ Leads or assists with the preparation, presentation, and administration of departmental budgets; analyzes fiscal information and recommends cost efficiency options.
- ◆ Assists with the effective development and utilization of technology to improve departmental systems and processes.
- ◆ Analyzes and summarizes complex narrative information and statistical data; prepares or supervises the preparation of reports for County management as well as federal, state, or other external agencies; prepares Board of Supervisors' reports and related documents; makes presentations to groups, and individuals, including boards and commissions.
- ◆ Develops and maintains cooperative and collaborative working relationships with federal, state and county officials, other counties, community groups, and the public; meets and confers with various agents to negotiate effective solutions to difficult problems.
- ◆ Attends meetings and conferences; participates on committees and task forces pertaining to issues germane to the department.

## IDEAL CANDIDATE

In addition to desirable education and experience, an ideal candidate will possess the following characteristics:

- ◆ High level of integrity and strong sense of ethics
- ◆ Proven ability to effectively lead teams and build consensus among staff
- ◆ Experienced problem solver who develops innovative and effective solutions to administrative and operational challenges
- ◆ Strong administrative skills and the ability to develop and implement strategic initiatives
- ◆ Experience managing workloads and the effective utilization of resources for multiple functional areas
- ◆ Experience in successfully handling personnel matters and achieving strong performance of staff
- ◆ Experience in budget preparation and fiscal management
- ◆ Effective and articulate communication skills
- ◆ Strong analytical skills, seasoned judgment, and a positive can-do attitude

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Equal Opportunity Employer





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## COMPENSATION PACKAGE

### Annual Salary: \$96,658—\$117,478

In addition to the base salary, the County offers a Cafeteria Plan in the amount of \$24,023 annually which may be used to purchase medical, dental, and vision coverage. Unused monies are included in salary.

- ♦ A 2% employer contribution to the County's 457 Deferred Compensation Plan
- ♦ Vacation cash-out up to 8 days annually

Potential Cashable Compensation

	Step 1	Step 5
Annual Salary	\$96,658	\$117,478
2% Deferred Comp	\$1,933	\$2,350
Vacation Cash Out 8 days annually	\$2,974	\$3,615
Cafeteria	\$24,023	\$24,023
Total	\$125,588	\$147,466

- ♦ 1937 Act 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
- ♦ 10 days administrative leave per year
- ♦ 125 Flex Benefits Plan

## 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 prior employer

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

Note: 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.

## DESIRABLE QUALIFICATIONS

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

**Experience:** At least 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, property management, and emergency programs and operations.

## APPLICATION AND SELECTION

Completed application package must include supplemental application and resume to be submitted to the Human Resources Division before the final filing date.

**Final Filing Date: August 8, 2014**

Please submit your application, supplemental application and resume to:

San Joaquin County Human Resources  
Attn: Kurt Shigematsu  
44 N. San Joaquin Street, Suite 330  
Stockton, CA 95202  
Tel: 209.468.3370  
Fax: 209.468.0508

**OR**

online at [www.sigov.org/hr](http://www.sigov.org/hr)

A screening panel may be used to select those most qualified to be considered for participation in a screening interview. Final candidates will be interviewed by the Director of General Services.

A background investigation will be required for all final candidates. Final appointment will be conditional upon passing a drug screening test as well as a DOJ Live Scan fingerprinting.

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## SUPPLEMENTAL QUESTIONS

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Please submit responses to the following questions along with your employment application and resume to the San Joaquin County Human Resources Division. Please number your responses and address each question separately and limit one page per question. When answering the questions below related to your experience, please provide a detailed description that includes **the name of your employer, your dates of employment, and your job title.** These questions will be reviewed by the screening panel in evaluating your qualifications.

1. The San Joaquin County General Services Department maintains a large inventory and a wide variety of facilities, including large and small office buildings, jails, and a courthouse. Please describe your experience in managing a facilities maintenance/repair operation. Please include information on the size of your staff, number of direct reports and their roles/positions, and the total number and types of facilities under your responsibility. Please also include information regarding any innovations, strategies, and techniques you have implemented to improve service delivery in terms of responsiveness, efficiency, and effectiveness.
2. The Assistant Director of General Services will have administrative oversight of several divisions. Please describe your experience or familiarity with operations in the following areas:
  - Capital Projects
  - Emergency Services
  - Parks and Recreation
  - Property Management
3. Please describe your management/administrative experience related to fiscal and personnel operations. Please describe the depth of your budget development and fiscal management experience, as well as your experience handling personnel matters (e.g., recruitment and selection of staff; handling grievances; disciplinary actions).
4. Please describe your experience in developing and implementing organizational and/or business practice improvements. Please describe any challenges you may have faced dealing with institutional impediments or resistance to change, the process you went thru to overcome these challenges, and the positive effects your initiatives had.