



San Joaquin County Invites Applications For

## Assistant County Administrator



COME LIVE, WORK, AND PLAY . . .

*In San Joaquin County!*

*San Joaquin County is comprised of seven incorporated cities including Stockton, Lodi, Tracy, Manteca, Lathrop, Ripon, and Escalon.*

## Desirable Qualifications

**Education:** Graduation from an accredited college or university with a master's degree in business or public administration, accounting, economics, social or behavioral sciences, or a closely-related field.

**Experience:** Seven years of management level experience in a California state or local government setting that included responsibility for fiscal, personnel, administrative and/or analytical programs and required major program planning, budgeting, and implementation.

## Ideal Candidate

The Assistant County Administrator for San Joaquin County will possess :

- Strong administrative background with demonstrated skills in budget, finance, business analysis, economic development, human resources, labor relations, strategic/organizational planning, public policy and intergovernmental relations;
- County government knowledge with solid understanding of all county operations including health and human services, the criminal justice system, state and federal mandates, and the legislative process;
- Ability to balance fiscal responsibility with program needs, be approachable, collaborative, solution oriented, and calm under pressure;
- Superior interpersonal/communication skills and be a well rounded and dynamic leader with strong business sense;
- Political astuteness with high ethical values and the ability to be respected for his/her integrity and honesty.

## The Position

The **Assistant County Administrator** is an at-will position that is exempt from the San Joaquin County Civil Service System. The position reports to the County Administrator and functions as a direct extension of the County Administrator's authority, with responsibility for ensuring that assigned functions comply with all applicable laws and regulations, as well as the policies established by the County Administrator and the Board of Supervisors. The incumbent has broad, independent responsibility for supervising, managing, and representing activities of the County Administrator's Office, including countywide budgetary responsibility.



## Additional Duties Include

Provides strategic leadership through communication, demonstration, and accomplishment of the County's mission, vision, and values.

Confers with the County Administrator regarding the development, management, and interpretation of department and countywide policies, plans, procedures, regulations, and ordinances; analyzes existing and proposed legislation to determine impact on assigned operations; recommends courses of action and acts as consultant to County departments on assigned areas of responsibility.

Participates in meetings of the Board of Supervisors, its committees, policy groups, and other groups as assigned by the County Administrator; makes presentations and provides recommendations on matters germane to areas assigned.

Directs the activities of subordinate staff, including subordinate managers and supervisors; selects, trains, evaluates, and exercises administrative control over staff; reviews and takes action on disciplinary matters as required.

## The County

The County of San Joaquin has approximately 7,000 employees and a Fiscal Year 2015—2016 budget of \$1.4 billion dollars.

With a population of almost 700,000 residents, San Joaquin County is a dynamic, multi-ethnic and multi-cultural community situated along the San Joaquin Delta that connects to the San Francisco Bay with the Sacramento and San Joaquin Rivers. San Joaquin County is located 90 miles east of San Francisco and 45 miles south of Sacramento.

San Joaquin County offers an excellent quality of life for its residents with a number of residential communities offering affordable housing. The County offers extensive recreational opportunities including boating, fishing, theater, dance, and many cultural and entertainment activities.

The County is an agriculturally rich region and is the number one producer, statewide, of asparagus. In recent years, the leading crop in the County has been wine grapes, and wineries and vineyards have sprung up throughout San Joaquin County.

San Joaquin County is home to an array of learning institutions including the University of the Pacific, California State University-Stanislaus, Humphreys College and School of Law, and San Joaquin Delta College.



### County Administrator's Office

#### Vision Statement

*The County Administrator's Office is an ethical, conscientious, high-energy office. We are dedicated to managerial leadership, teamwork, and individual professional excellence. We serve as a proactive catalyst for service delivery improvement through sound business practices and innovation while viewing San Joaquin County residents as our customers. We cultivate and inspire the best in staff performance and value our employees as our greatest asset. Under the Board's policy guidance, our decisions and recommendations reflect a consultative approach to those affected to reach cost-effective results or conflict resolution. We perform the public's welfare in a climate of respect, open communication, and dignity for everyone.*

### Opportunities & Challenges

- Develop and strengthen the County's fiscal position while balancing the delivery of governmental services and re-establishment of a viable capital improvement and infrastructure program
- Model and mentor strong leadership skills and effective decision making
- Understanding of creative and innovative service delivery models
- Foster economic development while preserving the solid agri-business base of the County
- Implement the County's General Plan guiding land use, economic, transportation, infrastructure, agricultural, and environmental issues
- Provide strategies and recommendations regarding the impacts of increases in the County's criminal justice system
- In conjunction with the County's Health Care leaders, understand the needs of the community and effectively deliver services
- Continue the cultivation of productive labor and staff relations in a unionized environment while managing escalating labor costs related to health care and pension



## Compensation & Benefits

### Supplemental Questionnaire

In addition to the standard application package, please submit responses to the following supplemental questions:

1. Provide an organizational chart identifying your position within your current organization structure.
2. Provide an overview of your experience in budget planning and administration (include funding sources) and identify recommendations you have made concerning fiscal issues.
3. Describe your involvement in advising Boards or Commissions.
4. Provide a description of a major project you were responsible for and its impact on your organization.

Note: This position is an At Will Executive position that is exempt from the San Joaquin County Civil Service system.



**Equal Opportunity Employer**

The County provides a competitive Executive Management benefit package that includes:

**Annual Base Salary: \$170,186—\$206,856**

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

- ◆ A 5% employer contribution to the County's 457 Deferred Compensation Plan (valued from \$8,509 to \$10,343)
- ◆ Vacation cash-out up to 15 days a year (valued from \$9,818 to \$11,934)
- ◆ Car Allowance of \$7,020 annually
- ◆ 1937 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

### 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 public sector employer .

### Application Procedure & Selection Process

For more information or to apply online, please go to: [www.sjgov.org/hr](http://www.sjgov.org/hr)

Applications must be received by the final filing date: **October 30, 2015**

Applications may be obtained from and submitted to:

San Joaquin County Human Resources / 44 N. San Joaquin Street, Suite 330

Stockton, CA 95202

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

If warranted by the number of candidates, applications may be reviewed by a screening panel. If utilized, the screening panel will select those most qualified to be considered for participation in the selection processes. Final candidates will be interviewed by the County Administrator. Final appointment will be conditional upon passing a drug screening test as well as DOJ Live Scan fingerprinting and background check.