

# SAN JOAQUIN COUNTY SHERIFF'S OFFICE



Recruitment Announcement  
1016-RM1020-01



Sheriff's Office  
7000 Michael Canlis Blvd  
French Camp CA 95231



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

## Central Services Administrator

### THE DEPARTMENT

The San Joaquin County Sheriff's Department consists of 2 major operations Fields Forces and Custody. This position is under the Custody Division and is responsible for managing central services for all divisions of the San Joaquin County Sheriff's Department. For more information about the San Joaquin County Sheriff's Department please visit their website at: [www.sjgov.org/sheriff](http://www.sjgov.org/sheriff)

### THE POSITION

The Central Services Administrator performs administrative and supervisory work. They will be responsible for developing and administering a variety of specialized programs and central service activities for the Department, with full discretion in determining the organization, methods, policies, procedures and staffing levels in assigned areas.

### MINIMUM QUALIFICATIONS

**Note: Candidates must be able to successfully pass a background investigation conducted by the Sheriff's Office to be considered for this position.**

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

**Experience:** Three years administering or supervising central support services, materials/warehouse management, or related operations in an institutional, commercial, production, or similar environment, including at least one year with responsibility for personnel and facility issues.

**Substitution:** Additional-qualifying experience may be substituted for the required education on a year-for-year basis.

*San Joaquin County is an Equal Opportunity Employer*

## 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 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, held in downtown Stockton.

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 an 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.

### AGRICULTURE

The county is one of the most agriculturally rich regions in California and is the number one producer, statewide, of cherries. Twenty 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 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.

Housing homes and apartments are plentiful and the median home price in Stockton 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.



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## TYPICAL DUTIES

- Plans, develops and administers a variety of central services programs and functions such as mail distribution, inmate commissary, grounds maintenance, pest control, house-keeping, laundry, and inmate labor and work assignments; plans, assigns and directs the work of subordinate staff who supervise such programs and functions; selects, trains and evaluates staff.
- Plans, develops and administers the functions of the Sheriff's Distribution Center including stock control, central supply, receiving, and storage; develops and maintains an automated inventory control system, including all internal audit functions and surplus property programs; reviews and analyzes Department utilization of materiel; provides other operating divisions with consumption and cost information to assist them with planning and cost containment.
- Plans, develops and administers the Jail Industries and Community Corps programs which utilize inmate labor and/or civilian volunteers; performs appropriate market analyses for development and expansion of such programs; coordinates marketing and development of these programs as appropriate; seeks and develops relationships with vendors and external consumers of program products and services; coordinates the scheduling and delivery of products or services; may serve on or chair related committees; may recruit volunteers for programs.
- Researches, analyzes, negotiates, monitors and maintains service and supply contracts with vendors; assists in preparing service and supply budgets and controls; supervises purchasing and distribution of equipment, supplies and clothing.
- Administers the operation of a random storage warehouse containing unrelated items having various usage patterns for the Sheriff's Department and detention facilities; administers evidence and inmate property storage and release.

## COMPENSATION PACKAGE

**Base Salary: \$7,304 - \$8,880 Monthly**

- ♦ A 457 Deferred Compensation Plan
- ♦ 1937 Retirement Act plan with reciprocity with CALPERS
- ♦ 125 Flex 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)
- ♦ 10 holidays per year
- ♦ 10 days of administrative leave per year

For more information regarding the County's benefits please visit:

[www.sjgov.org/hr/Programs/Benefits](http://www.sjgov.org/hr/Programs/Benefits)

## APPLICATION

Completed application package must include supplemental application and is to be submitted to the Human Resources Division by the **Final Filing Date: October 28, 2016.**

**Apply online at [www.sjgov.org/hr](http://www.sjgov.org/hr)**

Applications may be submitted 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



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## SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division.

Please provide a detailed description of your experience including employer name, position title, and dates of employment with each answer.

These questions will be reviewed in evaluating your qualifications.

1. This position requires three years administering or supervising central support services, materials/warehouse management, or related operations in an institutional, commercial, production, or similar environment, including at least one year with responsibility for personnel and facility issues. Please describe your experience in this area and thoroughly identify your involvement with personnel and facility issues.
2. This position also requires graduation from an accredited four-year college or university with a major in business, public administration, or a closely related field. Identify the college attended, degree obtained and major in the space provided below.

Substitution: Additional-qualifying experience may be substituted for the required education on a year-for-year basis. Provide this information if you do not meet the education requirement.