

The seal of San Joaquin County, California, is a circular emblem. It features a central figure of a person holding a scale of justice, with a plow and a sheaf of wheat on either side. The words "SAN JOAQUIN COUNTY" are written around the perimeter, and "CALIFORNIA" is at the bottom. The seal is rendered in a light green color.

# San Joaquin County Employment Opportunity

## **Central Services Manager**

Sheriff's Office

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### **About the position**

The Sheriff's Office is searching for a manager for the Central Services team. This management position is both challenging and rewarding, and requires candidates have central service related experience within a custodial facility. Central Service areas include labor deployment and materiel management in the operation of the Central Services Distribution Center, Inmate Commissary, and an eighty acre landscaping complex for the San Joaquin County Sheriff's Department.

The Central Services Manager will be responsible for making budget recommendations, participates in the selection process of employees, performance evaluations, maintaining inventory control and working with outside departments and agencies. The position is also responsible for establishing and maintaining standards of sanitation, safety and quality for inmate workers and will be given the opportunity to develop and complete special projects related to the division.

### **About the department**

This position functions under the Sheriff's Custody Division's Inmate Programs which offers a wide range of programming and services for inmates. Programs and services are made available with the intent to provide the opportunity for inmates to be returned back to the community in equal or better condition both physically and psychologically than when received.

Inmate programs collaborates with other community based organizations to accomplish program goals of ensuring that inmates are receiving quality programs which they can continue upon their release. Agencies such as County Office of Education, Friends Outside, Salvation Army, El Concilio, Worknet, Child Support, Human Services Agency, and Correctional Health are just a few agencies who assist with achieving program goals.

Recruitment Announcement  
0620-RM1025-01

Equal Opportunity Employer

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

**SAN JOAQUIN**  
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*Greatness grows here.*

# 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. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond.

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.



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## 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. Almonds are the leading commodity, with 87,300 bearing acres.

Grapes, walnuts, milk and eggs 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.

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# CENTRAL SERVICES MANAGER

## Typical Duties

- Manages, coordinates and directs the day-to-day activities in inmate labor deployment and materials management in conjunction; plans, manages and assigns the work of a large staff, primarily through subordinate supervisory personnel; assures staff compliance with established policies and procedures; resolves unexpected personnel, equipment or supply problems.
- Establishes and maintains standards of sanitation, safety and quality for inmate workers who participate in various work settings based on both internal and external regulations and policies; performs regular and/or random inspections of units for compliance with such standards; plans and develops procedures which address problem issues and/or required changes; works with contract service providers to assure quality of service.
- Participates in the selection and assignment of subordinate staff; evaluates staff performance and initiates discipline as needed; establishes work performance standards; provides and/or arranges for staff development programs and inservice training.
- Maintains inventory control through Central Services Management Data System for cost regulation operational and management purposes; utilizes and interprets computer data generated by various automated equipment systems; develops methods of gathering data in non-automated areas; identifies problems and develops solutions.
- Provides budgetary data, projects equipment and supply needs, and makes other budgetary recommendations; monitors monthly expenditures to stay within budget; orders supplies and equipment to meet staff needs and maintain inventory; works with vendors to test and evaluate new supplies and equipment

## Typical Duties Continued...

- Coordinates assigned activities with sworn and non-sworn staff at the Sheriff's detention facility and other operating divisions; works with outside departments and agencies as needed to address issues in assigned units.
- Develops and completes special projects as assigned; attends meetings and serves on committees; prepares a variety of correspondence and reports.

## Minimum Qualifications

**Education:** Bachelor's degree from an accredited college or university preferably in Business or Public Administration.

**AND**

**Experience:** Three years of progressively responsible supervisory management experience in a large institution or business with responsibility for deployment of workers and distribution and management of materials or responsible supervisory management experience in housekeeping, laundry, or other central service related experience in a custodial institution.

**Substitution:** Additional qualifying experience may substitute for the education on a year for year basis up to a maximum of two years.

## Supplemental Questionnaire

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

**Education:** If you have graduated with a four-year degree from a college/university accredited in Business or Public Administration, please provide the name of the college/university and the major you earned your degree.

**Experience:** Provide information regarding responsible supervisory management experience in a large institution or business with responsibility for deployment of workers and distribution and management of materials or responsible supervisory management experience in housekeeping, laundry, or other central service related experience in a custodial institution. Include the name of your employer, job title, dates of employment, and a detailed description of the specific duties you performed.

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# CENTRAL SERVICES MANAGER

## Compensation and Benefits

Approximate Annual Base Salary:

**\$69,659-\$84,697**

In addition to the base salary, the County offers an excellent benefits plan which includes a county contribution to health insurance, dental and vision insurance plans. Other benefits also offered by the County include:

- ◆ A 1% employer contribution to the County's 457 Deferred Compensation Plan (valued from \$696 to \$847 annually)
- ◆ 1937 Retirement Act - reciprocity with CALPERS
- ◆ 125 Flex Spending Benefits Plan
- ◆ 12 days sick leave annually - unlimited accumulation
- ◆ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years, and 23 days after 20 years)
- ◆ 14 paid holidays per year
- ◆ 10 days of administrative leave per fiscal year

For more benefit information, please access the county's benefits website at:

[sjgov.org/departments/hr/benefits](http://sjgov.org/departments/hr/benefits)

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## 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:



## Application and Selection

The competitive process includes submittal of a completed San Joaquin County Employment application and Supplemental Questionnaire. Resumes will not be accepted in lieu of a complete application package. If a formal exam process is utilized, qualified applicants will be invited to participate in an oral examination interview which may include a practical exercise. The top-scoring candidates will be referred to the department for a hiring interview. To apply, submit a completed application and supplemental questionnaire on or before the final filing date.

To apply, visit our [webpage](#) or scan this QR code with your smartphone's camera.

Final Filing Date: **July 3, 2020**



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