

San Joaquin County is recruiting for:

# Deputy Director of General Services-Emergency Operations General Services Department-OES Division

## THE POSITION

The Deputy Director of General Services-Emergency Operations is responsible for directing and managing the administrative, service-related and operational emergency activities of the Office of Emergency Services with the General Services Department. An incumbent in this senior management position is responsible for leading, managing and administering the County's non-medical emergency response and recovery activities as well as provide lead coordination for other San Joaquin County and San Joaquin Operational Area emergency organizations. The ideal candidate will model a strong work ethic, innovation and leadership skills, including accountability for oneself and others and demonstrate best practices for the delivery of OES services to the community.

## THE DEPARTMENT

The General Services Department consists of four divisions through centralized direction and administration providing services to the public and County departments. The divisions include:

- **Facilities Management**
- **Capital Projects Administration**
- **Parks and Recreation**
- **Office of Emergency Services**

The 2017-2018 budget for the General Services Department is approximately \$20.3 million. Total allocated staff for the department is 117.

The 2017-2018 budget for the Office of Emergency Services is approximately \$1,296,654 and consists of 6 full-time employees.

### **Office of Emergency Services Vision and Mission Statement**

*San Joaquin County Office of Emergency Services strives for a safe, prepared, and resilient whole community; with the capacity to manage existing hazards and impending disasters.*

*The mission of the Office of Emergency Services (OES) is to minimize or reduce injury, loss of life, environmental and property damage from emergencies within San Joaquin County. OES is the key disaster preparedness office of the County, and has direct responsibility to support and coordinate the efforts of County departments carrying out their functions in the field. To ensure a coordinated response to their disaster needs, OES also provides disaster information, logistical support, facilitates mutual aid requests, and facilitates inter-jurisdictional coordination with agencies from 7 cities, 120 special districts, and locally-based State and Federal agencies.*



San Joaquin County  
Human Resources  
44 N. San Joaquin Street  
Third Floor, Suite 330  
Stockton, California 95202



Recruitment Announcement  
0118-EB1805-EX

## **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 California beauty and nature, or music, arts and culture. San Joaquin County has what you're looking for.



## **ARTS & CULTURE**

Enrichment and entertainment can be found at many venues throughout the county: the Haggin Museum, San Joaquin County Historical Museum, Children's Museum of Stockton, Stockton Arena, Stockton Symphony, Stockton Civic Theater, Bob Hope Theatre, Lodi's Hutchins Street Square, Tracy's Grand Theater, Concerts in the Park, the local colleges and many galleries. Art, music, dance and theater choices abound.

Over 60 languages are spoken in one of the most ethnically diverse communities in California.

A constant celebration of cultures is found in the numerous festivals throughout the year that invite all community members to share food, music, dance, folklore, customs and traditions.

## **RECREATION**

San Joaquin County government operates nine community parks for boating, hiking, camping, picnicking, swimming and organized sports. The Downtown Stockton Arena and Ballpark, local college teams and sports complexes throughout the county provide both athletes and fans the chance to enjoy sporting events.

Enjoy the beauty of Lodi Lake Park and Nature Area and the Woodbridge Ecological Reserve. Micke Grove Park offers a zoo, amusement park, the Japanese Garden and the San Joaquin County Historical Museum to delight both children and adults.

## **AGRICULTURE**

The county is one of the most agriculturally rich regions in California. Grapes are the leading commodity, with 98,000 bearing acres, much of that in wine grapes. Over 85 wineries within the Lodi Appellation offer opportunities for tasting and special events.

Almonds, walnuts, tomatoes and cherries 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 and artisanal goods. Fruit stands and pick-your-own produce farms dot the countryside.



## **EDUCATION**

From preschool to higher education, the county has an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys University, and San Joaquin Delta Community College offer a wide variety of educational choices. The county's 14 school districts and 200 school sites provide families with a wide choice for children's educational development, including traditional schools, charter schools and alternative education, in addition to an excellent selection of private educational institutions.

## **HOUSING**

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas. Make San Joaquin County your new home. Housing ranges from new developments to established subdivisions to stately historic districts to peaceful country living and every type of housing in between.

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.

# Deputy Director of General Services-Emergency Operations

## General Services Department-OES Division

### **TYPICAL DUTIES**

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This position will be responsible for directing and managing the administrative, service-related and operational activities of the Office of Emergency Services Division of the General Services Department.

Other primary duties will include:

- ◆ Prepares, manages and administers the staff, programs, annual budget, expenditures and operations of the Emergency Operations Division; develops and recommends operational objectives to maximize efficiency, improve service levels, reduce administrative and service provision costs, and ensure effective utilization of available resources; exercises good judgement and makes sound business decisions in managing assigned activities; provides strategic leadership through communication, demonstration, and accomplishment of the organizational mission, vision, and values
- ◆ Develops quality control and quality improvement programs and initiatives for assigned functions and areas; develops and coordinates drills and other methods of testing for and verifying departmental and countywide emergency readiness; analyzes and monitors performance indicators and ensures that assigned responsibilities meet established standards; recommends process improvements to ensure operational effectiveness and superior customer service
- ◆ Develops, recommends and implements operational policies and procedures; analyzes and interprets existing and proposed legislation, regulations and other directives to determine impact on operations and recommend an appropriate response; oversees and administers the preparation of grant funding; assures compliance with all activities with County goals and objectives, State and Federal laws, and County policy

- ◆ Mobilizes resources of, and coordinates activities of, the San Joaquin County and San Joaquin Operational Area organizations during disasters and extraordinary emergencies; directs and coordinates countywide emergency response activities in accordance with State and Federal guidelines; Fulfills other regional emergency response roles and responsibilities as may be assigned by State authorities that serve to enhance the safety of the citizens of San Joaquin County as well as of the region.

### **IDEAL CANDIDATE**

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The ideal candidate will demonstrate:

- ◆ Strong leadership, communication, and interpersonal skills as well as excellent presentation and organizational abilities
- ◆ Knowledge of the principles and practices of emergency administration, program development, and evaluation. Emergency response and disaster preparedness systems including, but not limited to, Incident Command System (ICS), Standardized Emergency Management System (SEMS), National Incident Management System (NIMS) and related systems
- ◆ Experience with budgeting, contract administration and organizational planning and analysis for current and long term emergency services planning goals
- ◆ Ability to maintain effective, productive and respectful working relationships with a wide variety of people, including elected officials, members of the public, staff and colleagues

### **DESIREABLE QUALIFICATIONS**

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

**Experience:** Four years of management experience in emergency planning/operations or, civil defense. Experience in, emergency communications and mobile radio communications operations/ maintenance is highly desirable.

### **REQUIRED QUALIFICATION:**

**License:** Possession of a valid California driver's license.



# Deputy Director of General Services-Emergency Operations General Services Department-OES Division

## COMPENSATION PACKAGE

**Annual Base Salary: \$85,093- \$103,459**

In addition to base salary, the County offers a comprehensive compensation package that includes:

- ◆ Cafeteria Plan: \$24,023 annual amount which is considered the employer's benefit contribution 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 (valued from \$1,702 to \$2,069 annually)
- ◆ Vacation cash-out up to 8 days annually (valued from \$2,618 to \$3,183)

**Potential cashable compensation:**

	Step 1	Step 5
Annual Salary	\$85,093	\$103,459
2% Deferred Comp	\$1,702	\$2,069
Vacation Cash-out 8 days annually	\$2,618	\$3,183
Cafeteria	\$24,023	\$24,023
Total	\$113,436	\$132,734

- ◆ 1937 Retirement Act plan — reciprocity with CALPERS
- ◆ 125 Flex Benefits Plan
- ◆ 12 days sick leave annually - unlimited accumulation
- ◆ 15 days of vacation leave (20 days after 10 years and 23 days after 20 years)
- ◆ 14 paid holidays per year
- ◆ 10 days administrative leave per year

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

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

## 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.*

## 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: February 9, 2018**

Please submit your application, supplemental application and resume to:

San Joaquin County Human Resources  
Attn: Rachel Novetzke  
44 N. San Joaquin Street, Suite 330  
Stockton, CA 95202  
Tel: 209.468.3370

**OR**

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

If warranted by the number of candidates, applications may be reviewed by a screening panel to determine those selected to participate in screening interviews. Final candidates will be interviewed by the Director of General Services. Final appointment will be conditional upon passing the pre-employment drug screen and background investigation.

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.

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## SUPPLEMENTAL QUESTIONS

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Submit responses to the following questions along with your employment application and resume to the San Joaquin County Human Resources Division. Number your responses and address each question separately. When answering the questions below related to your experience, provide a detailed description that includes **the name of your employer, your dates of employment, and your job title.** These responses will be reviewed to assist in evaluating your qualifications for this position.

1. Describe your training, courses, and experience as it relates to emergency management.
2. Describe your management in mobilizing and coordinating staff for emergency planning/operations or civil defense situations.
3. Describe your experience making recommendations or developing operational policies and procedures for an emergency program or division.
4. Describe the scope of your administrative experience with managing programs and budgets pertaining to emergency operations.
5. Describe the various documents you have prepared and reviewed to make policy decisions.
6. Describe your role and interaction in working with various government officials, special districts, and/or community-based organizations involved in disaster or emergency response situations.
7. Describe your experience in emergency communications and mobile radio communication operations.