



SAN JOAQUIN COUNTY

IS RECRUITING FOR:

DIRECTOR OF GENERAL SERVICES



SAN JOAQUIN COUNTY



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

Exempt Recruitment Announcement
0116-HC1200-EX

THE POSITION

San Joaquin County is seeking a proven leader to manage the General Services Department. The Director of General Services is responsible for planning, managing, and directing a diverse group of programs, personnel and operations. The General Services Department is responsible for managing most county facilities, maintaining county wide emergency preparedness, administering capital projects, and operating parks and recreation programs and facilities. Responsibilities for this position are broad in scope, requiring the Director to exercise a high degree of program and administrative discretion while working collaboratively with internal and external customers. The position is an executive level at-will position in San Joaquin County reporting directly to, and receiving administrative direction from, the County Administrator.

THE DEPARTMENT

The General Services Department consists of four divisions through centralized direction and administration providing services to the public and County departments. The department has a total of 94 employees and an operating budget of approximately \$17.3 million. The divisions include:

- 1. Facilities Management** provides facility-related services for all County-owned and leased facilities except for San Joaquin General Hospital and Stockton Metropolitan Airport. The division is responsible for 415 structures totaling 4 million square feet. Division budget of \$8,066,534 and 45.3 FTE.
- 2. Capital Project Administration** manages the Public Improvement budget which provides for new construction, building alterations, property acquisition, park improvements, facility planning, and deferred maintenance. The current capital improvement budget totals \$47.9 million. Division budget of \$869,617 and 6 FTE.
- 3. Parks and Recreation** is responsible for planning, developing, operating, and maintaining a system of regional and community parks, including a zoo. Division budget of \$4,820,971 and 57.7 FTE.
- 4. Office of Emergency Services** coordinates emergency preparedness and disaster response activities. Division budget of \$1,355,000 and 7.7 FTE.

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, 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 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

San Joaquin 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 is 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 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.

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 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.

Director of General Services

TYPICAL DUTIES

- ◆ Leads, develops, organizes, and directs the programs of the General Services Department, which include the following: Facilities Management, Capital Projects, Parks and Recreation, and Emergency Planning.
- ◆ Meets and confers with representatives of state agencies, local community groups and commissions concerning programs, services, and other issues.
- ◆ Leads, develops and implements policies, procedures, and public service programs in the parks; directs and coordinates grounds, facility maintenance and property management services as well as safety and security programs at county facilities and parks and recreation sites.
- ◆ Directs the planning and organizing of complex County capital construction projects, including parks' capital construction projects.
- ◆ Reviews relevant data and information regarding the purchase, lease, sale or disposition of major county facilities under the capital improvement program, and makes recommendations accordingly.
- ◆ Directs the work of the department staff through subordinate senior management staff; directs the development of workload and performance standards; develops specifications for contracted services.
- ◆ Develops, monitors, and manages departmental operational budget as well as the County's Capital Improvement Program.

IDEAL CANDIDATE

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

- ◆ High level of integrity and strong sense of ethics
- ◆ Demonstrate executive leadership experience resulting in an effective organization able to fulfill its service goals
- ◆ Proven ability to effectively lead teams and collaborate with multiple departments and/or agencies to attain common goals
- ◆ Experience in developing creative and alternative solutions to administrative and management challenges
- ◆ Strong administrative, human resources, fiscal and organizational development experience
- ◆ Experience in managing and directing workloads for several divisions and experience in managing multiple initiatives
- ◆ Strong and articulate communication skills
- ◆ Strong analytical skills, seasoned judgment, and a positive attitude

MAJOR CONSTRUCTION PROJECTS FUNDED IN 2015-16

- ◆ Morgue and Forensic Pathology Facility
- ◆ Jail Facilities Upgrade Project
- ◆ Facilities Master Plan Update
- ◆ South County Government Center
- ◆ Various County Facility Upgrades

Director of General Services

COMPENSATION PACKAGE

San Joaquin County offers a competitive compensation package.

Annual Base Salary: \$130,790-\$158,954
(1% COLA Scheduled for April 2016)

In addition to base salary, the County offers:

- ◆ Cafeteria Plan: \$24,023 annual amount 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 \$6,540 to \$7,948 annually).
- ◆ Vacation cash-out up to 15 days annually (valued from \$7,546 to \$9,170).
- ◆ Car Allowance (\$7,020 annually).

Potential Cashable Compensation

	Step 1	Step 5
Annual Salary	\$130,790	\$158,954
5% Deferred Comp	\$6,540	\$7,948
Vacation Cash Out - 15 days annually	\$7,546	\$9,170
Cafeteria	\$24,023	\$24,023
Car Allowance	\$7,020	\$7,020
	\$175,919	\$207,115

- ◆ 1937 Retirement Act plan with reciprocity with CALPERS.
- ◆ 125 Flex Benefits Plan.
- ◆ 12 days sick leave annually with 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.

www.sjgov.org/hr/Programs/Benefits

RECRUITMENT INCENTIVES*

- ◆ Reimbursement of qualifying moving expenses up to \$5,000
- ◆ 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 County Administrator.

DESIRABLE QUALIFICATIONS

Education: Graduation from an accredited college or university with a master's degree in public or business administration, construction management, architecture, engineering, parks and recreation administration, or a related field.

Experience: Seven years of progressively responsible management experience either 1) leading staff and managing major building maintenance/repair program and property management, or 2) managing parks and recreation programs, including responsibility for grounds maintenance.

APPLICATION & SELECTION

Completed application package including supplemental application must be submitted to the Human Resources Division by the final filing date:

Open Until Filled

[Apply Online Today:](#)

Website: www.sjgov.org/hr

Or submit your application, supplemental, and resume to:

San Joaquin County Human Resources
Attn: Kurt Shigematsu
44 N. San Joaquin Street, Suite 330
Stockton, CA 95202
Tel.: 209.468-9981
Fax: 209.468.0508

If warranted by the number of applicants, applications may be reviewed by a screening panel. If utilized, the screening panel will select those most qualified to be considered for participation in selection processes.

Final candidates will be interviewed by the County Administrator. Offer of employment is contingent upon passing a DOJ Live Scan and a drug screening.

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.

Director of General Services

SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Please number your responses and address each question separately, limit-one page per question. 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. Provide a brief summary of your progressively responsible leadership experience (Attach a copy of your current employer's organizational chart that includes your position).
2. Describe your experience managing and leading the operations of a facilities maintenance and Parks and Recreation programs. Please include the number and type of facilities for which you were responsible and the size of the staff you managed.
3. Describe your experience managing capital projects for an organization. Please include the size of your capital improvement budget and examples of some of the largest or complex projects you were responsible for managing. Please specify your role in the project including any coordination of consultant services.
4. Describe your experience working with professional services contractors in order to achieve your agency's mission, goals, and objectives.
5. Describe your role or participation in emergency preparedness such as training, an emergency preparedness exercise, or an actual event.