

SAN JOAQUIN COUNTY

Management Services Administrator



Human Resources
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Phone: 209-468-3370



Recruitment Announcement
1016-RM0224-01

THE POSITION

San Joaquin County is currently recruiting to fill two Management Services Administrator positions - one in the Human Services Agency and one in the District Attorney's Office. The Management Services Administrator is a middle management position who will serve as a business manager for the assigned department. Primarily responsibilities include fiscal oversight as well as the analysis, preparation and control of a departmental budget. The Management Services Administrator will provide day-to-day supervision of a variety of professional, technical, and support staff. Well qualified candidates for this position will possess a strong administrative, business, and financial background and the ability to communicate effectively and effect change and improvement in a government setting.

THE IDEAL CANDIDATE

The successful incumbent will play a critical leadership role in the department and must be a collaborative and creative problem solver. The ideal candidate will possess strong financial and budget analysis experience and formal education in business, finance or accounting, coupled with a strong management perspective. Candidates must possess excellent oral and written communication skills which will be used to present a proactive approach to formulating and implementing policies and procedures relative to fiscal and other business activities. The County seeks an innovative and strategic thinker to develop sound fiscal control systems and maximizing revenues with a high level of integrity and strong sense of ethics.

THE DEPARTMENTS

The San Joaquin County Human Services Agency (HSA) provides state and federally mandated social services and benefits to the citizens of San Joaquin County. The Agency is comprised of five main divisions: Administrative Services, Aging & Community Services, Children's Services, Employment & Youth Services, and Income Maintenance. The Administrative Services Division provides support services for the Human Services Agency which has an operating budget of \$369.8 million and approximately 1376 employees. The Administrative Division is comprised of approximately 242 employees.

The District Attorney is an elected position created by the California Constitution, who represents the People of the State of California in criminal and related civil proceedings. The District Attorney's Office has an operating budget of \$41.5 million budget and 230 employees, and files over 24,000 criminal complaints each year. The San Joaquin County District Attorney's Office is dedicated to upholding a healthy, fair and just society and is committed to leading San Joaquin County by education, prevention, investigation, prosecution and rehabilitation, as provided by law, with justice for all. The Management Services Administrator will oversee all fiscal activities of the Office, including budget, payroll, grant writing and reporting, capital projects and facility management.

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 the Children's Museum of Stockton 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 Stockton's 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 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 north to 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 asparagus. Twenty-four 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 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 the County 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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MINIMUM QUALIFICATIONS

Education: Graduation from an accredited college or university with a major in accounting, public or business administration, economics, social or behavioral science, or closely related field.

Experience: Four years of responsible and professional fiscal, personnel, or other administrative analytical work, including at least one year at a management level. Depending on assignment, experience in fiscal management and/or budgetary analysis may be required.

MISSIONS

HSA: Recognizing that the key to the success of the programs, and therefore the clients, rests in the ability to form linkages with community based organizations and other agencies, HSA staff began the process of expanding networks, partnerships, and collaborations, which has resulted in a comprehensive approach to meeting the needs of the clients. Today, HSA is a community leader in the development of successful programs that effect change in the lives of the clients.

DA: The Mission of the San Joaquin County District Attorney's Office is dedicated to upholding a healthy, fair and just society. We are committed to leading San Joaquin County by education, prevention, investigation, prosecution and rehabilitation, as provided by law, with justice for all.

TYPICAL DUTIES

- ◆ Directs and supervises the analysis, preparation, and control of the department budget; coordinates the review and monitoring of budget activities with other department staff, the Auditor's Office, and other agencies; develops sound fiscal control systems.
- ◆ Reviews and analyzes policies, procedures, organization, services, finances, and other business activities; recommends policy statements and directives for management approval; prepares comprehensive reports.
- ◆ Assists the department head and/or other division managers in formulating and implementing policies and procedures relative to fiscal, data processing, and other general business activities; serves as department liaison with other agencies on business matters.
- ◆ May supervise the maintenance and processing of personnel and payroll records; may advise department staff on personnel matters.
- ◆ Analyzes legislation and directives on business and fiscal matters; prepares digests for management staff; recommends systems or procedures changes to ensure compliance.
- ◆ May monitor department grant and contract activities.
- ◆ Prepares and responds to a variety of correspondence.
- ◆ Supervises the work of subordinate staff; provides training; assigns, directs, and monitors staff activities; evaluates staff performance, initiates disciplinary action as required.

Major responsibilities include:

- ◆ Development of the annual operational budget
- ◆ Advising on administrative, financial and policy activities.
- ◆ Oversight of administrative support functions including purchasing, payroll and information systems.
- ◆ Liaison with internal and external groups.



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COMPENSATION PACKAGE

San Joaquin County offers a competitive compensation package which includes:

Annual Base Salary: \$86,832 - \$105,019

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

- ♦ A 1% employer contribution to the County's 457 Deferred Compensation Plan
- ♦ 1937 Retirement Act defined benefit retirement plan with reciprocity with CALPERS
- ♦ 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)
- ♦ 14 holidays per year
- ♦ 125 Flex Benefits Plan
- ♦ 10 days administrative leave per year
- ♦ Life Insurance

APPLICATION AND SELECTION

To apply, a completed employment application and supplemental questionnaire must be postmarked or received online by the final filing deadline. Resumes will not be accepted in lieu of an application.

Final Filing Date: October 28, 2016

Application materials may be obtained from and submitted to:

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

Apply Online Today At:

www.sjgov.org/departments/hr

This recruitment is being conducted to fill two Management Services Administrator vacancies - one in the Human Services Agency and one in the District Attorney's Office. All applicants meeting the minimum qualifications will be scheduled to participate in an oral examination interview. Top scoring candidates will be referred to the hiring departments for participation in the departmental hiring process. Final appointment will be conditional upon passing a drug screening test as well as background check.



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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 number your responses and address each question separately and limit one page per question. When answering the questions below related to your experience, please provide a detailed description that includes **the name of your employer, your dates of employment, and your job title.** These questions will be reviewed in evaluating your qualifications.

1. Provide an overview of your increasingly responsible leadership, fiscal, administrative and/or analytical work in a state or local government setting.
2. Describe your role and responsibility in preparing, reviewing, or analyzing operational budgets in a state or local government setting. Include your role in presenting the budget to Boards or Commissions for approval.
3. Describe your management experience including the number and type of employees you supervised.
4. Describe your role in reviewing fiscal systems and any experience you have implementing fiscal controls in a government setting.