

SAN JOAQUIN COUNTY COUNTY ADMINISTRATOR'S OFFICE

Senior Deputy County Administrator

THE POSITION

The County Administrator's Office is recruiting a Senior Deputy County Administrator. This senior management position has broad, independent responsibility for directing, coordinating, and advising on administrative, financial, and policy activities of the widest range and greatest difficulty for County departments. The Senior Deputy will be expected to model a strong work ethic and leadership skills, including accountability for oneself and others. Assignments are carried out with maximum independence and are reviewed by the Assistant County Administrator and/or the County Administrator. The Senior Deputy County Administrator will have regular interaction with the Board of Supervisors and will interface with department heads, outside agencies and others regarding financial, budgetary, administrative, legislative, and policy matters.

THE IDEAL CANDIDATE

The Senior Deputy County Administrator will play a critical leadership role in the County organization 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 global management perspective. A CPA license is highly desirable. Candidates must possess excellent oral and written communication skills which will be used to present complex financial information to the Board of Supervisors, Boards and Commissions, County Management and other organizations. The County Administrator is seeking a strong leader with the ability to affect change and improvement in a government setting.

THE DEPARTMENT

The County Administrator assists the Board of Supervisors to develop long-range policies to serve the County's 710,000 residents. Policies are then implemented through various County departments. The County Administrator's Office works with department heads to ensure all County operations run efficiently and effectively.

County departments reporting directly to the County Administrator include: General Services (which includes Facilities Management, Office of Emergency Services, and Parks and Recreation), Human Resources, Information Systems (which includes Registrar of Voters), and Purchasing and Support Services.



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



Exempt Recruitment Announcement
0916-EM0261-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 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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MISSION

The County Administrator's Office is an ethical, conscientious, high-energy office. We are dedicated to managerial leadership, teamwork, and individual professional excellence. We serve as a proactive catalyst for service delivery improvement through sound business practices and innovation while viewing San Joaquin County residents as our customers. We cultivate and inspire the best in staff performance and value our employees as our greatest asset. Under the Board's policy guidance, our decisions and recommendations reflect a consultative approach to those affected to reach cost-effective results or conflict resolution. We perform the public's welfare in a climate of open communication, respect, and dignity for everyone.

Major responsibilities include:

- ◆ Advising and assisting County departments with the preparation and administration of the County Budget.
- ◆ Developing service and cost analysis of federal and state legislation and their impacts on County programs.
- ◆ Serving as the lead staff on special project task forces and Board of Supervisors Committees.
- ◆ Advising on administrative, financial and policy activities.
- ◆ Liaison with internal and external groups.

TYPICAL DUTIES

- ◆ Participates or supervises others in the most complex and difficult financial, administrative, and management work, including the preparation, review, and administration of departmental and total County budgets.
- ◆ Exercises good judgment and makes sound business decisions in assigned activities and functions; provides strategic leadership through communication, demonstration, and accomplishment of the County vision, mission and values; provides superior customer service.
- ◆ Participates or supervises others in studies or projects and in the preparation of proposed orders, resolutions, rules, and regulations of general County operating policies and procedures.
- ◆ Reviews, analyzes, and prepares recommendations for changes in state and federal legislation and administrative rules and regulations involving assigned projects or programs.
- ◆ Directs specific programs, as assigned, with emphasis on the financial and operational impact of such programs.
- ◆ Consults with County department heads and subordinates in achieving objectives; works with city, state, federal and non-governmental persons and groups relative to County services; may represent a department or the County to other agencies or community groups.
- ◆ Prepares and directs preparation of reports and studies.
- ◆ Acts for the Assistant County Administrator or County Administrator as assigned.
- ◆ May direct or supervise subordinate personnel.
- ◆ May manage a County department or function and/or act as an interim department head as assigned.



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COMPENSATION PACKAGE

San Joaquin County offers a competitive compensation package.

Annual Base Salary: \$99,029-\$120,370

In addition to the base salary, the County offers a Cafeteria Plan in the amount of \$24,022 annually which may be 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 \$1,981 to \$2,407)
- ◆ Vacation cash-out up to 8 days annually (valued from \$3,47 to \$3,704)
- ◆ 1937 Act retirement plan with reciprocity with CalPERS
- ◆ 15 days of vacation leave a year (20 days after 10 years, 23 days after 20 years)
- ◆ 12 days of sick leave annually with unlimited accumulation
- ◆ 14 paid holidays per year
- ◆ 10 days of paid administrative leave per year
- ◆ 125 Flex Benefits Plan

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.*

Note: 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.

DESIRABLE QUALIFICATIONS

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

Experience: Five years of responsible fiscal, managerial, personnel, or governmental administrative and/or analytical work, one year of which must have included responsibility for program planning and execution at or above the level of Deputy County Administrator in San Joaquin County.

Substitution: A Master's Degree in public or business administration, economics, or a closely related field from an accredited college or university may be substituted for one year of experience.

APPLICATION AND SELECTION

Completed application package must include supplemental application.

Final Filing Date: Open Until Filled

Please submit your application, supplemental application and resume to:

San Joaquin County Human Resources
Attn: Jennifer Goodman
44 N. San Joaquin Street, Suite 330
Stockton, CA 95202
Tel: 209.468.3370
Fax: 209.468.0508

OR

online at www.sjgov.org/hr

A screening panel may be used to select those most qualified to be considered for participation in a screening interview. Final candidates will be interviewed by the County Administrator.

A background investigation will be required for all final candidates. 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 by the screening panel in evaluating your qualifications.

1. Provide an overview of your increasingly responsible leadership, fiscal, personnel, 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 a complex legislative or financial project you were assigned. Include the scope of the project and if you were required to present your analysis and recommendations to a regulatory board or commission.
4. Describe your experience analyzing regulations or legislation with the particular focus of recommending the implementation of policy.
5. Describe your experience in operating a department or a division at a State or local government setting.
6. Describe your experience in a leadership role that required you to present outcomes that would have mixed reactions.