

SAN JOAQUIN COUNTY COUNTY ADMINISTRATOR'S OFFICE

Chief Deputy County Administrator

THE POSITION

The County Administrator's Office is recruiting a Chief Deputy County Administrator. This key leadership position has broad, independent responsibility for directing, coordinating, and advising on administrative, financial, and policy activities. This key leadership position has the countywide responsibility for budget preparation, quarterly fiscal reporting, ongoing monitoring of the annual budget, and multi-year financial analysis. The successful candidate will have an understanding of structurally balanced budget requirements, including the Board of Supervisors priorities, as part of the annual budget process. The Chief will directly interface with the County Administrator, department heads, outside agencies and others regarding financial, budgetary, administrative, legislative, and policy matters.

THE IDEAL CANDIDATE

The Chief 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, coupled with a strong global management perspective. 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 746,868 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

SAN JOAQUIN
—COUNTY—
Greatness grows here.

Exempt Recruitment Announcement
1117-EB2200-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 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, 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

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 is dedicated to production of this crop. In recent years, the leading crop in the county has been wine grapes with Lodi being named the Wine Enthusiast Region of the year in 2015.



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

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.

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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 of the position:

- ◆ Leads the countywide annual budget preparation process
- ◆ Develops quarterly financial reporting
- ◆ Building a structurally balanced budget
- ◆ Advising on administrative, financial, and policy activities
- ◆ Coordinating complex special projects and studies
- ◆ Liaison with internal and external groups

TYPICAL DUTIES

- ◆ Plans, organizes and leads the County's annual budget preparation process in a manner that innovates, is useful and informing, that maximizes efficiency, improves addressing community needs, reduces redundancy, and recommends cost efficiency options.
- ◆ Takes the initiative to exercise good judgment and makes sound business decisions in the distribution of resources in alignment with the Board of Supervisors strategic priorities; provides leadership through written and verbal communication and accomplishment of the County's annual fiscal outcomes.
- ◆ Develops the County's multi-year strategic financial plan based on the annual budget, significant ongoing fiscal related factors, labor agreements, pension costs, State and Federal resources, and general fund revenue; coordinates and directs special projects, studies and analyses of a highly complex, difficult, and sensitive nature and understands labor related costs analysis.
- ◆ Participates in meetings of the Board of Supervisors, its committees, policy groups and other groups as assigned by the County Administrator or Assistant County Administrator; makes presentations and provides recommendations on matters relevant to areas of assignment.
- ◆ Understands the various operations of County government, supports and provides insight to County Department Heads and staff on financial decisions.
- ◆ Understands and develops strategy and analysis for labor negotiations.
- ◆ Negotiates, administers and understands capital financing and complex financial agreements.
- ◆ Develops and administers policies and procedures related to financial activities; may prepare recommendations for changes in County administrative policy and state/federal legislation.
- ◆ Understands economic and demographic indicators and their relevance to the local economy and county resources.
- ◆ May supervise staff as assigned; will provide orientation, mentoring and training to County staff regarding budget and financial reporting and analysis.
- ◆ Understands annual audited financial statements, internal controls and governmental auditing standards.



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COMPENSATION PACKAGE

Annual Salary: \$134,680—\$163,675

In addition to base salary, the County offers a Cafeteria Plan in the annual amount of \$24,023 which is considered the employer's benefit contribution and may be used to purchase medical, dental, and vision coverage. Depending on a candidate's health plan selection, premiums not paid by the Cafeteria plan allowance will be the employee's responsibility through a pre-tax deduction. Unused monies are paid as additional salary.

- ◆ A 2% employer contribution to the County's 457 Deferred Compensation Plan (valued from \$2,694 to \$3,274)
- ◆ Vacation cash-out up to 15 days a year (valued from \$4,144 to \$5,036)
- ◆ 1937 Act defined benefit 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
- ◆ 80 hours of administrative leave annually
- ◆ IRS Section 125 Flex Benefit Plan

DESIRABLE QUALIFICATIONS

Education:

Graduation from an accredited college or university with a master's degree in accounting, finance, economics, business or public administration, or a closely-related field.

Experience:

Five years of senior-level managerial experience with responsibility for developing, administering, and directing annual budget preparation for a medium to large (550,000 population or more) county or municipal government setting.

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.

APPLICATION AND SELECTION

Completed application package must include supplemental application and is to be submitted to the Human Resources Division by the final filing date: **December 1, 2017**

Please submit your application online at www.sjgov.org/departments/hr/ or to:

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

All applications will be reviewed by a screening panel. The screening panel will select those most qualified to participate in a final selection process with the County Administrator. Offers of employment will be conditional upon passing a pre-employment drug screen, background, and Live Scan fingerprint.



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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 professional work experience to include your senior management experience in a state or local government setting.
2. Describe your experience developing, administering, and directing annual budget preparation for a medium to large (550,000 population or more) county or municipal government setting. Please include your role in presenting the budget to Boards or Commissions for approval.
3. Please describe your experience analyzing regulations or legislation with the particular focus of recommending implementation policy.
4. Provide a description of a major project you were responsible for and its impact on your organization.
5. Provide an example of a creative and innovative solution or improvement you suggested that is still being used today.