

COMPENSATION

SALARY RANGE: \$112,980 to \$146,874 (DOE)

RETIREMENT: Classic 2% @ 55 / New 2% @ 62

HEALTH: The County pays 90% of the basic Health plan premium for employee only or 70% for eligible employee and dependent(s).

DENTAL/VISION: The County pays 100% of the basic Dental/Vision plan premium for employees only or 80% for eligible employee and dependent(s).

LIFE INSURANCE: The County provides a \$50,000 life insurance policy to employees in this unit. An additional \$50,000 in coverage is funded by the employee's contribution to the short term disability program. A total of \$100,000 in coverage. Employees may purchase supplemental coverage for themselves and dependents.

DISABILITY INSURANCE: The County provides self-funded disability insurance in-lieu of State Disability.

DEFERRED COMPENSATION: The County offers voluntary deferred comp. retirement system plan options through CalPERS or Nationwide.

MANAGEMENT LEAVE: Employees receive 56 hours of management leave annually. This leave is pro-rated based on start date and must be utilized by the end of the fiscal year.

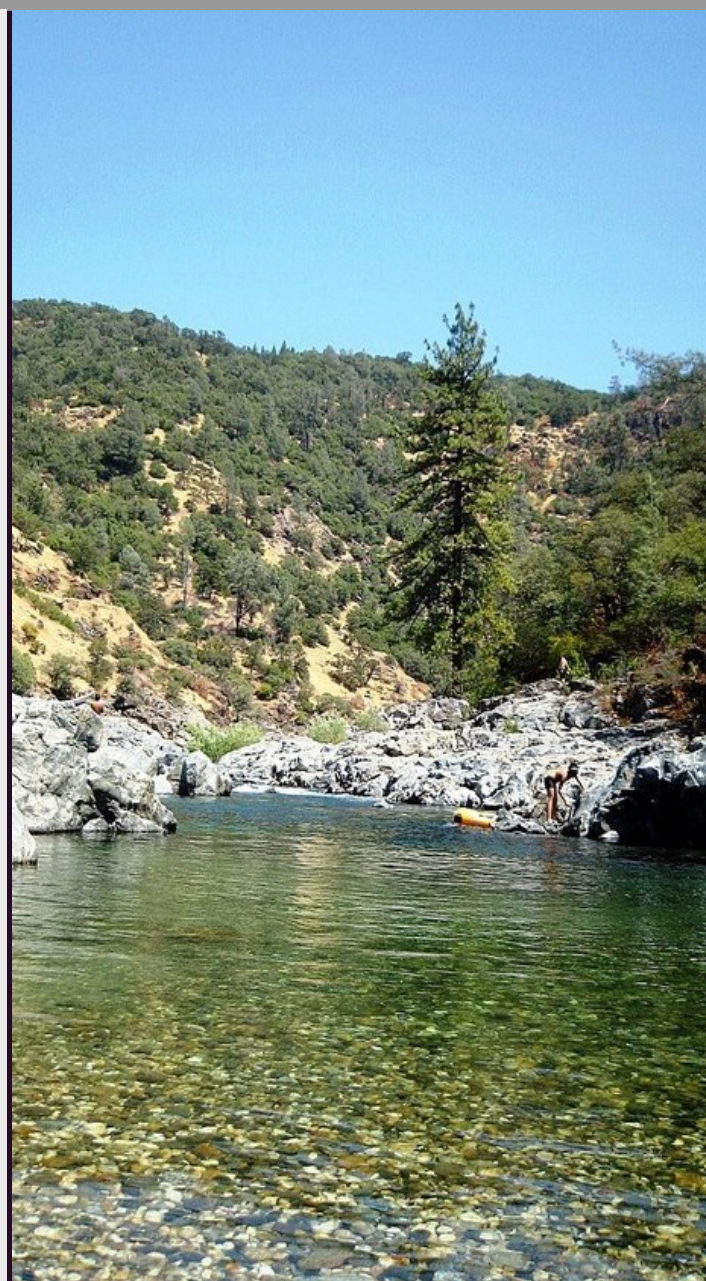
MANAGEMENT ANNUAL ALLOWANCE: Unrepresented Department Heads, Assistants and Deputy Department Heads will receive an annual allowance of \$500.

VACATION: 12 days annually (increases w/service time)

HOLIDAYS: 11 days annually

FLOATING HOLIDAYS: 16 hours annually

SICK LEAVE: 12 days annually



Yuba River



THE COUNTY OF YUBA

Seeking an experienced, innovative and strategic-thinking individual to serve as its next:

DIRECTOR OF ADMINISTRATIVE SERVICES

The County of Yuba is a Merit Based Equal Opportunity Employer encouraging Workforce Diversity.

TO APPLY:

SUBMIT AN OFFICIAL COUNTY APPLICATION & PROFESSIONAL RESUME

Contact/Questions: Amber Darrach, HR Analyst
530.749.7869 or adarrach@co.yuba.ca.us

Apply On-line @ <https://www.calopps.org/yuba-county>

Yuba County Human Resources Department
915 8th Street, Suite 113
Marysville, CA 95901
530-749-7860 Office
530-749-7864 Fax

FILING DEADLINE:
Wednesday, October 11, 2017



Yuba County Sheriff's Department

THE ORGANIZATION

The County of Yuba has 900 allocated positions and a total FY 17/18 budget of \$167 million. It has a proud tradition of being a stable local government bolstered by five members of the Board of Supervisors who are elected for four year terms on an alternating basis. Each Supervisor represents an election district. Members of the Board of Supervisors serve as the legislative and executive body for Yuba County and provide policy direction for all branches of County government.

Statement of Commitment:

We are dedicated to providing responsive, innovative and sustainable services that enhance the quality of life and uphold the public trust and interest.

THE COMMUNITY

Yuba County is situated in the Northern Sacramento Valley, approximately 40 miles north of the State Capitol in Sacramento and two hours away from San Francisco and Lake Tahoe. The boundaries stretch from the farms and orchards of the valley to the timberlands of the Sierras. With an estimated population of 70,000, Yuba County offers its residents the many advantages of a rural lifestyle away from the pressures of the urban areas. The County's rivers, lakes and outdoor recreation areas provide excellent hunting, fishing, boating and skiing opportunities. Our County vision is to create a "golden" future for Yuba County by: Inspiring a community of participation, embracing our unique history, and discovering the wealth of our untapped potential.

THE DEPARTMENT

The Administrative Services Department provides a variety of logistical and resource support to all County departments. The department is responsible for purchasing, managing capital projects, building and grounds maintenance, custodial services, fleet management, capital improvement planning and acquisition, energy management, real estate/leasing negotiations, and airport management. Some major goals and objectives that the Administrative Services Director will be actively involved in are to:

- Create a capital improvement plan to include developing a growth / space needs plan and assessment of capital equipment maintenance and planning.
- Revise the County purchasing manual.
- Manage Yuba County Airport revenues, grant programs and improvement projects.
- Project Management of new jail medical and juvenile hall facility.
- Oversight of ADA compliance related to facility/structural access.

THE POSITION

Under broad managerial supervision, provides overall direction of the Administrative Services Department within the guidelines set up by the County Administrator. The incumbent determines and formulates departmental policies and procedures. Plans, directs, or coordinates County-wide operational activities including purchasing and contract coordination, capital improvements, fleet management, facilities management, and custodial services. Provides administrative oversight of the County's airport. Coordinates with management officials and other County departments and governmental agencies to manage and accomplish the complex and varied functions of the department while furthering the County's goals and objectives, and performs other work duties as assigned.



14 Forward Project



Yuba County Airport

THE IDEAL CANDIDATE

The ideal candidate will have strong experience with demonstrated success in purchasing, management of capital projects, public agency departmental budget development which includes management of enterprise and internal service funds, and oversight of facility maintenance and fleet services.

The successful candidate will possess strong management skills with the ability to lead a department that is customer-focused, collaborative, responsive and innovative.

These employment standards would typically be achieved by graduation from an accredited four-year college or university with a Bachelor's Degree in Business Administration, Economics, Public Administration or a field related to the work with a minimum of six years of related supervisory or management experience. Candidates with strong experience who lack the degree are encouraged to apply.