



SAN JOAQUIN
— COUNTY —

Greatness grows here.

San Joaquin County, CA

Assistant Director of General Services



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Associates®**

San Joaquin County & Community

The Director of General Services for San Joaquin County is seeking an experienced, innovative manager/administrator for the position of Assistant Director of General Services.

One of the original 27 counties of California, San Joaquin County was created in 1850 at the time of statehood, and takes its name from the San Joaquin River. The State of California today is divided into 58 counties. Located in the rapidly growing San Joaquin Valley and just 75 miles east of the San Francisco Bay Area, the county covers a total of 1,426 square miles including 35 square miles of water and waterways.

The overall County population is currently estimated to be more than 715,000. The County population is a diverse community of approximately 59.3% White-Non-Hispanic, 38.3% Hispanic or Latino, 14.4% Asian, 11.6% Other Race, 7.4% Black or African American, 5.8% Two or more Races, 1% American Indian or Alaska Native, and 0.5% Native Hawaiian or Other Pacific Islander. Over 75 languages are spoken within the region and there is a richness in the blending of cultures and ways that create an air of celebration about individual customs, foods and cultures.

The major eight cities/communities within the County include Mountain House, Tracy, Lathrop, Manteca, Ripon, Escalon, Lodi and the county seat of Stockton. These communities provide quality affordable housing along with numerous recreational opportunities and state-of-the-art K-12 schools (17 school Districts). Higher Education in the area include 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.

A county of beauty, recreation and natural riches from the waters of the Delta to the grape vines and wine, San Joaquin County has it all, including some of the finest opportunities in the state for boating, fishing, camping, history-gathering, nature, music, arts and culture, or just fun in the sun. Speaking of arts and culture: the Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important and exciting 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. The Haggin Museum, San Joaquin County Historical Museum, and the Children's Museum of Stockton are also popular spots.

San Joaquin offers tremendous opportunities to the residents and businesses that call it home. The County also boasts a sophisticated transportation network comprised of an international deep-water port, major interstate highways, air and rail services as well as delta recreation and waterways, farm fresh food and most important a highly skilled and diverse workforce. The County is also 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.

San Joaquin County government provides twenty regional and community parks for boating, camping, picnicking, swimming and organized sports. Individual cities and communities also provide a host of opportunities such as the Lodi Lake Park and Nature Area, and the Woodbridge Ecological Reserve. In addition, the county-owned and

operated Micke Grove Park offers a zoo, rides and a historical museum to delight both children and adults.

Sports enthusiasts will have no problem staying busy in San Joaquin and Stockton with two professional teams and numerous other college and regional sports venues/opportunities. As an example, Stockton is home to the Stockton Ports Professional Baseball Team (Affiliated with Oakland A's), who play at the Water Front Stockton Ball Park, and the Stockton Heat Professional Hockey Team who play at the 10,000 seat Waterfront Arena.

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 Stockton Harbor north to Sacramento – to and offering access to the San Francisco Bay.

The Housing market is also one of the more affordable in the State of California. Housing in San Joaquin County is still some of the most affordable when compared to other nearby areas. Comfortable, affordable 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 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 resources that the area provides.

San Joaquin County Government and the General Services Department

The government of San Joaquin County is defined and authorized under the California Constitution and California Law as a general law county. The County is governed by an elected five-member Board of Supervisors that sets policy, enacts ordinances and regulations, and oversees the activities of County departments. The Board also appoints a County Administrator to assist them in the daily management of the County, its departments and services, and to develop long-range policies to serve the County's 715,000 residents. Such policies are then implemented through various County departments. Working with 26 Department Heads, it is the County Administrator's responsibility to ensure all County Operations run efficiently and effectively.

The 2017-2018 annual budget for the County, including enterprise funds is about \$1.8 billion. Current county employees are more than 6,000 full time staff and an additional 757 part-time staff.

The General Services Department consists of four Divisions which include the following:

Facilities Management: Provides facility-related services for all County departments. Areas of responsibility include building maintenance, minor construction, janitorial services, and real property management.

Capital Projects Administration: Provides management and coordination of capital improvements. Duties include project planning, contract negotiations, monitoring, construction management, and fiscal administration.

Emergency Services: Coordinates emergency preparedness and disaster response activities. Responsibilities include the County Emergency Operations Center.





Parks and Recreation: Provides operational and maintenance services for all County park facilities.

The vision of the General Services Department is to be valued as a trusted partner, delivering exceptional and reliable services for its customers and the community. The mission of the Department is to provide sound stewardship of County resources; to provide extraordinary customer service; to plan, organize, and deliver projects and services that support customer's needs, interests, and priorities; to minimize property damage and personal injury from emergencies; and to develop and maintain clean and safe parks.

The 2017-2018 budget for the General Services Department is approximately \$20.3 million. Total allocated staff is 117.

Additional information about San Joaquin County and the Department of General Services can also be obtained via the County website at: www.sjgov.org

The Position

The Assistant Director of General Services reports directly to the Director of General Services who in turn reports to San Joaquin County Administrator. The Assistant Director will be responsible for planning, directing, organizing, and administering services of multiple divisions within the San Joaquin County General Services Department.

He/she will provide strategic leadership to divisions that include; Facilities Management, Capital Projects, Emergency Services and Parks and Recreation (including the Micke Grove Zoo). The Assistant Director will have management responsibilities for the Facilities Management Division and Parks and Recreation, and general administrative oversight of all other Divisions of the General Services Department.

Overall budget responsibility is in the range of \$17.4 million with employee oversight of about 80 FTE and approximately 21.5 Part-Time employees.

Typical duties and responsibilities of the position include:

- Assists the Director with planning, organizing and directing the development and delivery of departmental services, including but not limited to those related to parks and recreation, facilities maintenance and management, capital projects, property management, and emergency services; may provide direct oversight for one or more departmental units/divisions.
- Assists with the development and implementation of departmental quality control and quality improvement programs and initiatives; analyzes and monitors performance indicators and ensures that departmental operations meet established standards; recommends process improvements to ensure operational effectiveness and superior customer service.
- Assists with directing the activities of departmental staff through subordinate managers and supervisors; selects staff and evaluates performance; reviews and takes action on disciplinary matters.
- Assists with the development of operational policies and procedures; analyzes and interprets existing and proposed federal, state and local legislation, policies, procedures and other directives to determine impact on operations.

- Leads or assists with the preparation, presentation, and administration of departmental budgets; analyzes fiscal information and recommends cost efficiency options.
- Assists with the effective development and utilization of technology to improve departmental systems and processes.
- Analyzes and summarizes complex narrative information and statistical data; prepares or supervises the preparation of reports for County management as well as federal, state, or other external agencies; prepares Board of Supervisors' reports and related documents; makes presentations to groups, and individuals, including boards and commissions.
- Develops and maintains cooperative and collaborative working relationships with federal, state and county officials, other counties, community groups, and the public; meets and confers with various agents to negotiate effective solutions to difficult problems.
- Attends meetings and conferences; participates on committees and task forces about issues germane to the department.

Responsibilities and duties assigned to this position may expand beyond those identified in this brochure.

Issues, Challenges, and Opportunities

- Continue to work with Capital Projects Administration to provide a customer service plan to organize and deliver projects in a collaborative manner with user departments.
- Continue work on a Master Plan for all county facilities projects including Sheriff's Detention Center.
- 2017-2018 projects: addition of several new Parks, expansion of additional fields to the Sports Complex, Audit of all the Regional Parks, including the zoo.
- Follow-up on ADA – Americans with Disability Act with Facilities Management to coordinate access issues for internal and external customers to mitigate barriers and ensure full access to County facilities.

The Candidate

Education and Experience (Desirable Qualifications)

- Graduation from an accredited College or university with a master's degree in business or public administration, engineering, architecture, facilities maintenance/management, or a related area.
- A minimum of five years of increasingly responsible administrative and managerial experience in a public or private agency involving strong administrative/executive level management is required. Experience managing and maintaining facilities as well as one or more of the following areas: parks and recreation, capital projects, property management, and emergency programs and operations is desirable.

Knowledge, Skills and Abilities

The successful candidate should have strong leadership, communication, and interpersonal skills as well as solid presentation and organizational abilities. This person should also have knowledge/skills in:

- The principles and practices of public administration, budgeting, fiscal management, personnel administration, and organization and management.
- A hands-on understanding of county, municipal, state government or other organizations of similar complexity.

In addition, he/she should be able to:

- Establish, prioritize, and maintain effective, productive and respectful working relationships with a wide variety of people, including elected officials, members of the public, staff and colleagues.
- Communicate effectively both orally and in writing.
- Analyze problems and situations, develop and implement strategic initiatives, take appropriate actions, and work challenges and issues from “start to finish.”
- Manage workloads and the effective utilization of resources for multiple functional areas.
- Successfully handle personnel matters and achieve strong performance of staff.
- Effectively lead teams and build consensus among staff.
- Serve as an effective representative of the General Services Department and San Joaquin County.

Management Style and Personal Traits

The successful candidate should be someone who enjoys a challenge, is results oriented and is a strong yet inclusive leader who is also visible and credible with staff and the community. She/he should be politically astute, approachable, and confident, as well as interact well with the General Services Director, County Administrator, Board of Supervisors, colleagues and community in a professional manner.

He/she must be a manager who is articulate, has a high degree of integrity and strong sense of ethics and is a direct communicator who provides complete and timely information to the General Services Director and others as appropriate.

This person should have strong analytical skills, seasoned judgment and a positive “can-do-attitude.” She/he should be an experienced problem solver who develops innovative and effective solutions to administrative and operational challenges, and is a good strategic planner. They should also be people friendly, able to engage staff, communicate well verbally and in written form, and is comfortable in expressing their opinion and providing professional advice when needed. This individual should also be a strong leader and have a positive/supportive customer service orientation. The selected individual must also be a good listener and facilitator who subscribes to the principles of good municipal government which is transparent, innovative, and champions good ideas. He/she should also be a strong decision maker and team builder.

Finally, the person selected should truly enjoy the complexities of local government, and a diverse engaged citizenry and community. The selected individual must be an advocate of quality service and accountability, not be risk averse, provide good follow-through, build strong relationships/partnerships and be able to approach challenges and

situations with professionalism, confidence, flexibility, energy, and a positive outlook.

Compensation

The salary range for this position is open, with hiring dependent upon experience and qualifications. The current annual salary range is \$108,638-\$132,038. San Joaquin County offers a very competitive fringe benefits package including health coverage, holiday, vacation, sick leave, Deferred Comp contribution, vacation cash out option, Retirement 1937 Act with CalPERS reciprocity, and potential relocation assistance. Details are available upon request.

More information can be obtained by calling or contacting the telephone, fax and/or e-mail numbers noted below.

How to Apply

If you or a colleague are interested in this outstanding opportunity, please submit a detailed resume as soon as possible to:

Robert Neher, Jr., President;
Rahn Sibley, Vice President; or
Lawrence Davenport, Executive Vice President

Neher & Associates

3790 Millerton Place
Suite 100
West Sacramento, CA 95691

Telephone: (916) 443-2421
Facsimile: (916) 443-5949

Applications are preferred electronically at:

robertneher@executivesearchneher.com

Should you have any questions with regard to your own interest, or a recommendation of a colleague, please contact us at the numbers or e-mail above.

This position will be officially open until filled, however; the search is on a fast track. Leading candidate applications will likely be reviewed by the County in mid to late August 2017. And potential interviews with Screening/Interview Panels by late August to early September 2017. Supplemental information may also be requested of leading candidates/finalists.

This position is exempt from the San Joaquin County Civil Service system. Appointments to exempt positions in San Joaquin County are at-will and not governed by the Civil Service Rules.

San Joaquin County is an Equal Opportunity Employer. Final appointment will be conditional upon passing the pre-employment drug screen and background investigation.

