

San Joaquin County Career Opportunity

Director of General Services

\$189,300- \$230,095 Annually DOE/DOQ



Recruitment Announcement
0524-HC1200-EX
Equal Opportunity Employer



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

The Position

The Director of General Services is an at-will, executive leadership position that reports to the County Administrator. General Services is a division of the County Administrator's Office and provides centralized support of the business objectives of County departments, including overseeing the County Capital Improvement Plan. General Services is comprised of the following operating units:

Facilities Management:	Capital Projects Administration:	Parks & Recreation:
Provides oversight and management of County-owned and leased facilities	Manages major construction projects and alterations to existing facilities, buildings, and parks	Manages the County's 18-park network, a zoo, and a regional sports complex

This position will be responsible for supporting County departments in reaching strategic priorities set by the Board of Supervisors and the County Administrator along with providing innovative and cost efficient solutions to improving delivery to customer departments and our community.

The mission of the General Services Division is to provide sound stewardship of county resources; to provide extraordinary customer service; to plan, organize, and deliver projects and services that support customers' needs, interest and priorities; and to develop and maintain safe and clean parks.

The Ideal Candidate

The ideal candidate will be a dynamic leader, who seeks an opportunity to work in a progressive and creative environment and possesses a strong capital projects and capital improvement background. The General Services Director must be strategic, innovative, communicative, politically astute and have experience working with various levels of internal and external stakeholders and will:

- Create a performance-outcome based organizational structure
- Set and communicate a clear vision and organizational objectives
- Be politically savvy and able to address complex issues in public settings
- Collaborate with other jurisdictions, agencies, and businesses to produce partnered solutions
- Be responsive, approachable and accessible
- Operate within a strong ethical framework and strive to uphold public trust
- Improve accountability, customer service, and efficiency
- Experience in managing and directing workloads for multiple divisions
- Strong administrative, human resources, fiscal and organizational development experience

Desired Qualifications

Education: Graduation from an accredited college or university with a master's degree in public or business administration, architecture, engineering, construction management, parks and recreation administration, or related field.

Experience: Seven years of senior-level management experience, preferably in a public agency, with responsibility for one or more general services operational areas such as: 1) facility management; or 2) park and recreation management; or 3) capital projects management. *Experience specifically in capital projects management is highly desired.*

Salary & Benefits

The salary range for this position is **\$189,300- \$230,095 annually DOQ/DOE**. This position is also eligible for a 4% Cost of Living Increase on July 1, 2024 and a 3% Cost of Living Increase July 15, 2025.

- BENEFITS -

- ◆ 5% Employer contribution to the County's 457 Deferred Compensation Plan
- ◆ Vacation cash-out up to 15 days a year
- ◆ \$7,020 annual vehicle allowance
- ◆ '37 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 each fiscal year (*1st year pro-rated by hire date*)
- ◆ 125 Flex Benefits Plan
- ◆ Reimbursement of qualifying moving expenses up to \$8,000
- ◆ 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



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How to Apply

If warranted by the number of candidates, applications may be reviewed by a screening panel to determine those selected to participate in a selection interview with the County Administrator.

Final appointment will be conditional upon passing a drug screening test, DOJ Live Scan fingerprinting, as well as a background investigation. 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.

Completed application and resume must be submitted to the Human Resources Division by the final filing date:

Final Filing Date: June 7, 2024

If you are interested in this excellent career opportunity please visit our [webpage](#) - or - scan this QR code with your smartphone's camera and apply today!



Make San Joaquin County your new home!

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.

