



Alameda County General Services Agency
CHIEF DEPUTY OF ADMINISTRATION
\$119,891-\$167,315





THE COMMUNITY

Alameda County is located on the east side of the San Francisco Bay Area. Referred to as the “East Bay,” the region has been the fastest growing group of communities in the San Francisco Bay Area for more than two decades. Alameda County is popular because of its desirable location, incredible diversity, ideal climate, and broad economic base plus its range of available housing and business opportunities. Alameda County is one of the most culturally and ethnically diverse regions in the country, offering a rich array of amenities including the Oakland Museum, Chabot Space and Science Center, Oakland East Bay Symphony, and the Livermore and Tri-Valley Wine Country. Currently, Alameda County is home to the Oakland Athletics, Oakland Raiders, and Golden State Warriors. The University of California, Berkeley and California State University, East Bay are two of several distinguished academic institutions located in the County.

THE COUNTY OF ALAMEDA

Alameda County has a population approaching 1.6 million residents, making it the second largest county in the Bay Area and the seventh largest in the State. The County encompasses 14 cities, as well as six unincorporated communities and rural areas that span a total of 738 square miles. The County operates under a charter form of government and is governed by a five-member Board of Supervisors. The Board is responsible for setting policy, overseeing all County operations, approving the organization’s annual budget, and representing the County in a number of areas, including special districts and regional agencies. The Board-appointed County Administrator leads a team of department heads who work collaboratively to carry out County programs and initiatives. Alameda County employs over 9,000 employees working in 21 different agencies and departments and has an annual budget of nearly \$2.7 billion. The County provides a full spectrum of services including general government and internal services, health care, social services, public works, criminal justice, and other public safety services.

THE AGENCY AND DEPARTMENT

Alameda County General Services Agency (GSA) provides a host of centralized services including building maintenance, procurement and contract administration, capital project management, real property and portfolio management, sustainability services, energy management, environmental and hazardous materials management, transportation services, and other countywide support services. We are proud of the many accomplishments we continue to achieve together. Recently, we completed the construction of the East County Hall of Justice, as well as the construction, licensing, and occupancy of the Acute Care Tower at Highland Hospital to serve 100,000 Alameda County citizens most in need. Furthermore, the County has a clear vision for how to make Alameda County one of the best places in the country to live, work, and do business. Sustainability is an integral part of that vision. GSA received Sustainable Purchasing Leadership Council’s awards for Green Building Design and for the Green & Healthy Events and Meetings Program. In addition, GSA was awarded the 2016 Electric Vehicle Merit Award from 100 Best Fleets and was recognized as 100 Best Fleets in North America for the 8th year in a row.

GSA Administrative Services has a budget of \$12,764,919 (81 FTEs) and consists of the following divisions and programs:

- **Finance and Accounting** provides support services for all GSA internal service and general fund departments.
- **Procurement** is responsible for procuring goods and services for all County agencies and departments, and assisting departments in a variety of ways, from preparing routine purchase orders and drafting contracts to conducting competitive bid solicitations.
- **Office of Acquisition Policy (OAP)** bridges the local business community with GSA to develop economic growth in the small, local business community. OAP develops policies and procedures to create consistency in procurement practices for a seamless approach to provide one road map for the local business community.
- **Information Systems** develops, evaluates and maintains GSA’s Information Technology Systems as well as sourcing technical solutions and advising GSA leaders on technology to support GSA roadmaps and strategic initiatives.
- **Early Care and Education Program (ECE)** oversees the County’s Early Learning Center, conducts child care feasibility studies in new, leased, or renovated County buildings; coordinates the ECE Planning Council; and analyzes public policy.

Alameda County GSA

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THE OPPORTUNITY

The Chief Deputy of Administration will have the opportunity to create and implement innovative ideas and initiatives for a variety of administrative services and programs within the Alameda County General Services Agency (GSA).

THE POSITION

The Chief Deputy of Administration reports to the GSA Director and is responsible for planning, organizing, coordinating, and directing the administrative services of the Agency. Key responsibilities include:

- Represent the Agency Director at meetings with administrative officials, Board of Supervisors, legislative bodies, boards, commissions, and various community groups and organizations
- Plan, organize, and implement strategic planning, in collaboration with GSA executive and management staff
- Develop, evaluate, and implement operational business plans
- Develop, implement, and evaluate policies, procedures, systems, and programs; and develop solutions to maintain internal controls and improve and streamline business processes to increase efficiency and effectiveness
- Analyze administrative services to determine cost effectiveness, maintain standards, and identify and implement improvements
- Develop and oversee the budget for administrative services and recommend revenue enhancement and cost reduction strategies
- Act as the GSA Director in his absence

CHALLENGES AND OPPORTUNITIES

The Chief Deputy of Administration will have the opportunity to face major initiatives and challenges including:

- Develop and maintain strong working relationships with several County agencies/departments, community groups and other organizations
- Collaborate with executive and management staff to set and achieve administrative goals
- Create and implement innovative ideas for administration while functioning within set standards, policies, and procedure
- Oversee administrative services and strategic plans and develop key performance indicators/metrics

Alameda County's mission is to enrich the lives of its residents through visionary policies and accessible, responsive, and effective services. Our vision is to be recognized as one of the best counties in which to live, work, and do business.

THE IDEAL CANDIDATE

Alameda County General Services Agency is seeking a strong, innovative, and strategic leader to participate in strategic planning and assists in the development, implementation, and evaluation of GSA's goals, initiatives, and policies. The incumbent must be comfortable working in a highly political environment and is expected to have strong political acumen and sensitivity. Additionally, the ideal candidate should embody the following characteristics, experience, and qualifications:

- Ability to effectively lead change management
- Ethical and trustworthy
- Collaborative leader who inspires trust, empowers others, and fosters a teamwork environment
- Interact effectively with all levels of the organization and work with a diverse population
- Ability to identify and resolve complex and sensitive issues with diplomacy and tact
- Solid understanding of fiscal and budgetary policies with the ability to articulate them to a diverse audience
- Communicate clearly and concisely with credibility and confidence, both written and oral
- Ability to lead with business acumen and political astuteness

QUALIFICATIONS

- Bachelor's degree in business administration, public administration, or related field from an accredited college or university. A Master's degree is preferred.
- Eight years of recent full-time administrative experience, including financial analysis and budgeting, contract compliance, planning, evaluation and implementation of administrative services, and change management. Two years must include supervisory experience of professional staff. Experience working in a unionized environment is preferred.





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COMPENSATION AND BENEFITS

Alameda County offers an excellent annual salary range of \$119,891.20-\$167,315.20 annually, dependent upon qualifications. In addition, a comprehensive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families is also provided. The County also sponsors many different employee discount, fitness, and health screening programs focused on overall well-being.

Benefits include the following:

- Medical – HMO & PPO Insurance
- Dental – PPO & DHMO Insurance
- Vision
- Basic and Supplemental Life Insurance
- County Allowance (Employer Credit)
- Health Flexible Spending Account
- Deferred Compensation Plan
- Retirement Plan
- Paid Holidays
- Floating Holidays
- Management Paid Leave Days
- Vacation and Sick Leave Accrual
- Employee Assistance Program

HOW TO APPLY

To apply, please submit an application by
May 1, 2017 (5 pm) online at:
www.jobaps.com/alameda

Only online applications will be accepted. Following the closing date, applications and resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to interview. Candidates will be advised of the status of the recruitment following finalist selection.

Alameda County is an Equal Opportunity Employer



Gizelle Huynh
510.208.9721
Gizelle.Huynh2@acgov.org
www.jobaps.com/alameda