

**County Administrator
San Joaquin County, CA**



**San Joaquin County Invites
Applications for**

COUNTY ADMINISTRATOR



The County

With a population of almost 700,000 residents, San Joaquin County is a dynamic, multi-ethnic and multi-cultural community situated along the San Joaquin Delta that connects to the San Francisco Bay with the Sacramento and San Joaquin Rivers. San Joaquin County is located 90 miles east of San Francisco and 45 miles south of Sacramento.

San Joaquin County offers an excellent quality of life for its residents with a number of residential communities offering affordable housing. The County offers extensive recreational opportunities including boating, fishing, theater, dance, and many cultural and entertainment activities.

The County is an agriculturally rich region and is the number one producer, statewide, of asparagus. In recent years, the leading crop in the County has been wine grapes, and wineries and vineyards have sprung up throughout San Joaquin County.

San Joaquin County is home to an array of learning institutions including the University of the Pacific, Cal State University-Stanislaus, Humphreys College and School of Law, and San Joaquin Delta College.

The County is comprised of seven incorporated cities including Stockton, Lodi, Tracy, Manteca, Lathrop, Ripon, and Escalon.



County Government

San Joaquin County functions under general law and is governed by a five member Board of Supervisors elected to four-year, overlapping terms in nonpartisan district elections. The Board is empowered to take legislative action

and set policy direction for the health, welfare and safety of County residents by the laws of the State of California. Other elected County officials include the Assessor-Recorder-County Clerk, the Auditor-Controller, the District Attorney, the Sheriff-Coroner-Public Administrator, and the Treasurer-Tax Collector.

The County of San Joaquin has approximately 6,000 employees and a Fiscal Year 2012-2013 budget of 1.2 billion dollars.

The Position

Appointed by the Board of Supervisors, the County Administrator serves as the chief administrative officer and acts as the principal advisor to the Board.

Under policy direction from the Board of Supervisors, the County Administrator serves as the County's budget and finance officer, directs and monitors the administrative operations of County departments to provide the highest level of services to the people of San Joaquin County.

Additional Duties Include:

Serves as the Board's legislative liaison at local, state and federal levels; and represents the Board with community agencies, commissions, committees and other public groups.

Represents the County in its intergovernmental relationships.

Recommends a long-term financial plan for the implementation of a Capital Improvement Program and methods of financing.

Conducts continuous research in administrative policies and practices with special reference to the responsible use of personnel, equipment and facilities.

Makes recommendations to the Board relating to personnel policies, including the establishment of salaries and benefits for County employees.

Provides direction and collaborates with County Department Heads to recommend policies and practices that will ensure efficient County operations.

Recommends consolidations or reorganizations of departments and functions when feasible to promote economic use of resources.

The County Administrator appoints the Directors of the following departments: Human Resources, Employment and Economic Development, General Services, Information Systems, and Purchasing and Support Services.



CAO's Office Vision Statement

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 respect, open communication, and dignity for everyone.

Qualifications

Education: Bachelor's degree with major course work in Public Administration, Business Administration, Political Science, Engineering, Economics, Finance, Accounting, or a related field, and;

Experience: Five years of experience in public or private employment in a managerial or executive position planning and budgeting expenditure analysis and control, and personnel management.

A Master's degree and County government experience is preferred. Any equivalent combination of education and experience may also be considered qualifying.

The Ideal Candidate

The ideal candidate will have a strong administrative background with demonstrated skills in budget, finance, business analysis, economic development, human resources and labor relations, strategic and organizational planning, public policy and intergovernmental relations. He/she will have a track record of notable accomplishments. The ideal candidate will have county government experience with a solid understanding of all county operations including health and human services, the criminal justice system, state and federal mandates, and the legislative process.

The selected candidate must be able to balance fiscal responsibility with program needs, and be an individual who is approachable, collaborative, solution oriented, and calm under pressure. The County Administrator must possess excellent interpersonal skills, be able to communicate effectively, be a well-rounded, dynamic leader with a strong business sense and with the ability to effectively manage and lead a large, complex organization. He/she must be politically astute with high ethical values and be respected for his/her integrity and honesty. The ideal candidate recognizes the benefits of community involvement and will be willing to make a long-term commitment to San Joaquin County.

Opportunities & Challenges

- ◆ Develop and strengthen the County's fiscal position while balancing the delivery of governmental services and re-establishment of a viable capital improvement and infrastructure program
- ◆ Foster economic development while preserving the solid agri-business base of the County
- ◆ Implement the County's General Plan guiding land use, economic, transportation, infrastructure, agricultural, and environmental issues
- ◆ Provide strategies and recommendations regarding the impacts of AB109 and the limited jail beds on the County's criminal justice system
- ◆ In conjunction with the San Joaquin General Hospital Board of Trustees, review the role and responsibilities of the hospital in the era of the Affordable Care Act with a focus on the capital facilities and organizational structure to maximize the Hospital's fiscal resources
- ◆ Continue the cultivation of productive labor and staff relations in a unionized environment while managing escalating labor costs related to health care and pension

Application Procedure & Selection Process

For more information or to apply online, please go to :

www.sjgov.org/hr

Applications may be obtained from and submitted to:

San Joaquin County Human Resources
44 N. San Joaquin Street, Suite 330,
Stockton, CA 95202



If you have any questions, please contact:
Jennifer Goodman, Principal Personnel Analyst at (209) 953-7325.

Recruitment Incentives

- ◆ Reimbursement of qualifying moving expenses up to \$5,000
- ◆ 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 public sector employer

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.

San Joaquin County is an Equal Opportunity Employer

Compensation & Benefits

The County provides a competitive Executive Management benefit package that includes:

**Annual Base Salary:
\$210,954 — \$256,485**

In addition to the base salary, the County offers a Cafeteria Plan in the annual amount of \$24,022 which may be used to purchase medical, dental, and vision coverage. Unused monies are included in salary.

- ◆ A 5% employer contribution to the County's 457 Deferred Compensation Plan (valued from \$10,548 to \$12,824)
- ◆ Vacation cash-out up to 15 days a year (valued from \$12,170 to \$14,797)
- ◆ Car Allowance of \$7,020 annually
- ◆ 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
- ◆ 125 Flex Benefits Plan

Supplemental Questions

In addition to the standard application package, please submit responses to the following supplemental questions:

1. Provide an organizational chart identifying your position within your current organization structure.
2. Provide an overview of your experience in budget planning and administration (include funding sources) and identify recommendations you have made concerning fiscal issues.
3. Describe your involvement in advising Boards or Commissions.
4. Provide a description of a major project you were responsible for and its impact on your organization.