



## Director of General Services

[www.SacCounty.net](http://www.SacCounty.net)

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## *The Community*

Sacramento County covers 984 square miles and is home to the California state capital, 1.5 million residents and seven incorporated cities: Citrus Heights, Elk Grove, Folsom, Galt, Isleton, Rancho Cordova and Sacramento. The population of Sacramento County's unincorporated area is approximately 589,000.

Residents in Sacramento County have a variety of recreational options to choose from. The County is home to more than 15,000 acres of parks; fishing, boating, windsurfing, and rafting opportunities are available to water enthusiasts; and picnic sites, golfing, guided natural and historic tours are steps away from the multi-use trail. Opportunities for road and mountain biking are plentiful as well. With its close vicinity to local agriculture, County residents also have an extraordinary selection of local food, wines and beers.

Sacramento County is one of the most affordable home-buying metropolitan areas in the state, and has a skilled workforce, high graduation rates and college-educated residents. The County is a leader in the 21st century economy with growing advanced manufacturing, agriculture and food, clean energy technology, information and communications technology and life sciences.



## ***County Government***

The County of Sacramento was incorporated in 1850 in response to the needs of a growing population and was one of the original 27 counties of California. In 1933, the Sacramento County Charter was established, along with the County Executive position.

The County is governed by five members of the Sacramento County Board of Supervisors, elected on a non-partisan basis to serve staggered four-year terms, each representing one of the five districts. The County Executive is responsible to the Board for planning, organizing and directing County activities. Other elected officials include the Assessor, District Attorney and the Sheriff.

In 1972, an amendment to the County Charter was implemented to organize the County on an agency basis for more effective administration of functions for which the County Executive is responsible to the Board of Supervisors. Approved by the electorate, the amendment established agency heads to groups of County Departments. The four agencies within the County, which report to the County Executive and Assistant County Executive, are Administrative Services, Municipal Services, Public Works and Infrastructure, and Social Services. Sacramento County has more than 30 departments and offices that provide services to County residents.

The County is responsible, pursuant to the County Charter or ordinances, or by state or federal mandate, to provide health and welfare, criminal justice and municipal services (including law enforcement), as well as other services to County residents. Major services include the Airport System, Animal Care and Regulation, Clerk Recorder, Criminal Justice, Health and Welfare, Property Tax System, Regional Parks, Sheriff, Transportation, Waste Management and Recycling, Voter Registration and Water Resources.

The County's total operating budget for 2018-19 is \$4.29 billion, and there are more than 12,200 full-time employees.

## ***Foundational Values - Who We Are***

The County's department heads are committed to upholding these foundational values:

- We do the right thing
- We make a difference in our community and in people's lives
- We are fiscally responsible
- We are accountable
- We treat people with respect
- We work as a team
- We are "apolitical"

## ***General Services Department***

The Department of General Services (DGS) is comprised of 440 employees with an annual budget of \$300 million. DGS is organized into five divisions.

- **Administrative and Business Services** — Provides administrative services to the department and support services to all county agencies and departments:
  - Administrative Services provides accounting, budget and analysis services.
  - Support Services Division: Provides printing, U.S. Mail, inter-office messenger, document scanning, records management, surplus property and recycling services, and warehousing services.
  - Project Management Division: Provides management and system coordination for departmental projects including information systems analysis, fiscal impact analysis, solution design, resource scheduling, application programming and stakeholder communication.
  - Alarm Services Unit: Performs the design, installation, and maintenance of the County's electronic security alarm, surveillance, and access control systems at most County owned and leased facilities.
- **Contract and Purchasing Services** — Provides centralized procurement services, coordinates the procurement card program, and prepares complex legal contracts and agreements for operating staff to complete construction projects; maintains more than 1,200 contracts annually, with \$240 million contract spending authority.

- **Facility and Property Services** — Provides facility maintenance, security functions, and facility planning services of 5.8 million square feet of county-owned facilities.
  - Three regional maintenance districts, Airport, Bradshaw, and Downtown, provide for the total maintenance and operation needs of all county-owned facilities including minor remodeling and repair work.
  - Security Services — Provides an unarmed, observe and report security presence for county-owned and some leased facilities.
  - Energy Management Program — Coordinates energy related issues, seeks ways to reduce energy usage and promote use of alternative fuels, and analyzes energy savings resulting from conservation or other methods.
  - Facility Planning and Management — Provides for the administration of facility planning for county-owned and leased facilities.
  - Architectural Services Division — Provides services for county owned and leased facilities including: feasibility studies; facility programming; architectural design and programming; mechanical engineering; electrical engineering; civil engineering; space planning; interior design; modular furniture design and installation; environmental services; and the Job Order Contracting (JOC) Program.
  - Oversight of the County's \$180 million, five-year Capital Construction Fund capital program
  - Master Planning for county-owned and leased facilities.
- **Real Estate Division** — Negotiates the purchase of real estate property interests. Manages more than 92 real estate leases with two million square feet of space, sells surplus real estate, negotiates revenue leases, negotiates and manages facility leases; and provides property management in support of the County Facility Management Program.
- **Fleet Services** — The Fleet Services Division purchases, rents and maintains more than 2,400 light and heavy fleet vehicles, as well as providing parking services to the public, county employees and other governmental agencies.

Please visit <http://www.dgs.saccounty.net/Pages/default.aspx> to learn more about DGS.





## ***The Position***

The Director of General Services reports to the Deputy County Executive – Administrative Services and is exempt from Civil Service.

The Director plans, organizes, evaluates, and directs the operations of the Department. Through subordinate managers and by working collaboratively, the Director is responsible for developing and managing the department's goals, objectives, and policies.

## ***The Ideal Candidate***

The ideal candidate will possess the following attributes:

- Have extensive, in-depth management experience in the provision of a broad range of facility services, capital projects, and property services, fleet management, construction management, government purchasing and related administrative and support services
- Be politically aware but apolitical concerning departmental matters
- Exemplify personal integrity, skilled at building professional relationships, have exceptional interpersonal and communication skills and leads by example
- Be an innovative and creative leader who challenges the status quo to seek operational efficiencies and enhance organizational culture
- Be a hands-on, strategic manager who has proven leadership ability to effectively manage programs towards established goals
- Be a seasoned manager who hold staff accountable while promoting teamwork and cultivating an environment of mutual respect
- Promotes a diversity in the workplace
- Be personable and approachable and work well with individuals at all levels of the organization
- Have outstanding customer service skills
- Have knowledge of governmental budget practices and management
- Have knowledge of governmental leases and contracting

Additionally, highly qualified candidates will possess a Bachelor's degree or higher from an accredited college or university in business administration, public administration, or a closely related field.

## ***Opportunities and Challenges***

Significant initiatives that the Director of General Services will address include:

- To develop and maintain positive relationship with County departments
- Oversee the County's recently completed Long Range Master Plan. The challenge will be to strategically phase the 20-year plan and develop a funding/partnering strategies including determining repair or replacement of facilities
- To negotiate leases for facilities and where possible work with departments to locate leases in the County's established Economic Development Corridor's, also provide recommendation on leases v. own options
- Implement new technologies concerning Fleet management not limited to County's alternative fuel fleet, while continuing to reduce department's low use and home retention fleet through education and the use of analytics
- Evaluate the current decentralized purchasing and contracting and work with departments to streamline the process and timelines

## ***Compensation and Benefits***

The County of Sacramento offers an excellent compensation and benefits program. The salary range for this position is \$166,497 - \$183,577 annually, which is dependent on qualifications, and includes a 3.35% management incentive. The attractive benefits program includes:

**Retirement** – The County's Retirement plan is provided by the County Retirement Act of 1937 and is managed by the Sacramento County Employees' Retirement administration.

**Auto Allowance** – \$450 per month.

**Medical Insurance** – Choice of HMO and High Deductible Health Plans (HDHP), to include Kaiser, Sutter, and Western Health Advantage.

**Deferred Compensation** – A deferred compensation program is available through the County 457(b) Deferred Compensation Plan. The County will match contributions to the 457(b) Deferred Compensation Plan up to 1% of the monthly gross salary into a 401(a) plan as long as the contributions to the 457(b) are at least 1% of gross salary continuously throughout the year.

**Life Insurance** – \$50,000 in life insurance coverage for the employee and \$2,000 for all eligible dependents. Employees have the option to purchase up to \$600,000 in additional life insurance coverage.

**Holidays** – 13.5 paid holidays per year.

**Vacation** – Two to five weeks (based upon length of service) of paid vacation.

**Sick Leave** – 15 days per year.

**Flexible Spending Accounts** – Employees may set aside funds on a pre-tax basis to pay for eligible medical and/or dependent care expenses.

**Other Benefits** – The County contributes \$25.00 per pay period into a Retiree Health Savings Plan.



## ***The Application and Selection Process***

If you are interested in pursuing this unique and exceptional career opportunity, please submit your resume, a cover letter, and three professional references via email to [MabraC@saccounty.net](mailto:MabraC@saccounty.net).

This recruitment will remain open until the position is filled. The initial application review is scheduled for **FRIDAY, NOVEMBER 16, 2018**.

Following the final filing date, submittals will be screened according to the qualifications outlined above. The most qualified candidates will be invited to participate in a series of one or more hiring interviews. References will be contacted only following candidate approval.

If you have questions and for additional information about this position, please contact Candice Mabra, Principal Human Resources Analyst, via phone at 916/874-1681 or via email at [MabraC@saccounty.net](mailto:MabraC@saccounty.net).

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