

COUNTY OF SANTA CRUZ

INVITES YOU TO APPLY FOR THE POSITION OF

DEPUTY DIRECTOR - GENERAL SERVICES

\$142,875 – 191,547 Annually



Beautiful Coastal Community
Mediterranean Climate
Excellent Quality of Life



Application Deadline: Friday, May 20, 2022

The Position

The Deputy Director – General Services position offers an exciting opportunity for a dynamic and confident leader to live and work in beautiful Santa Cruz, California. Under general direction, the incumbent assists in the overall administration of the General Services Department and coordinates inter-divisional activities including administrative operations, budgeting, County wide purchasing services, fleet operations, and supply chain management oversight; and performs other duties as required.

The Community of Santa Cruz

Stunning Santa Cruz County has approximately 270,000 residents and is situated in the northern area of Monterey Bay, 70 miles south of San Francisco and 35 miles southwest of the Silicon Valley. The County's natural beauty is apparent in its pristine beaches, lush redwood forests, and rich farmland. The County enjoys an ideal Mediterranean climate with low humidity and approximately 300 days of sunshine a year. The area's unique shops and restaurants, coupled with a multitude of cultural and recreational activities, including theatre, music, art as well as golfing, surfing, hiking, and biking, offer a wealth of leisure activities. There are numerous local higher education institutions including Cabrillo College and the University of California, Santa Cruz, with two additional State Universities less than an hour away. These elements make Santa Cruz County an incredible place to **live, work, and play!**

Summary of Qualifications

Any combination of education and experience which would provide the required knowledge and abilities is qualifying, unless otherwise specified. A typical way to obtain the knowledge and abilities would be:

Administrative Services

Equivalent to graduation from college with a major in business administration, public administration, management, or other related field, **and** four (4) years of progressively responsible experience in a private or governmental agency with responsibilities in administration or financial analysis, including: systems, procedures, and program evaluation.

A master's degree is desirable and may be substituted for one (1) year of experience.

Special Requirements:

- Possess and maintain valid California Class C Driver License or provide suitable transportation which is approved by the appointing authority.

Knowledge

Thorough knowledge of principles and practices of organization and management; principles of supervision, training and personnel management; and governmental finance and budgeting procedures as they affect an operating department. Working knowledge of the principles of public administration including organization, budgeting, general management, staff development and supervision; principles and techniques of administrative survey and analysis, work organization and simplification; functions and services of technical communications and network planning; and fire prevention and protection elements. Some knowledge of the purchasing practices and procedures; principles and operations of building equipment, maintenance,

repair, construction and remodeling; function of an automotive and equipment maintenance and repair operation; principles and techniques of public safety programs, including response, recovery, mitigation and preparedness; and the principles of Emergency Management including Incident Command System framework.

Ability

Assist in planning, directing, coordinating and organizing the work of staff engaged in diverse technical and complex administrative activities; interpret and evaluate departmental policy and program practices, define problem areas, plan, coordinate and initiate action to implement policy decisions and practices to improve departmental operations; analyze emergency situations accurately and adopt an effective course of action as related to facility operations; select, train, supervise and evaluate the work of subordinate supervisors; coordinate departmental and divisional activities with other departments and agencies; establish and maintain effective working relationships with governmental officials, department staff and others contacted in the course of work; exercise initiative, ingenuity, and sound judgment in solving difficult administrative, budgetary, personnel and technical problems; and prepare and present clear, comprehensive and concise oral and written reports.

The Application Process

Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date or 2) submitted online before midnight of the final filing date.

Women, minorities and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600 or TDD/TTY: 711 for hearing impaired.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S. Some positions may require fingerprinting and/or background investigations.

Supplemental Questionnaire

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe your experience managing a general services related program. Include the number of staff you managed and the size of the budget you oversaw.
2. Describe in detail the most complex project you have worked on in the last five years.
3. Describe your experience providing administrative oversight in the following areas: accounting, budgeting, personnel, and purchasing.

Highlighted Benefit Offerings

Medical, Dental, and Vision

Various, robust plans are available with the County contributing generously towards the total cost of the plans.

Retirement and Social Security

Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

Life Insurance and Long-Term Disability Plan

County paid \$50,000 term life insurance policy. Employees may purchase additional life insurance. The County pays for a long-term disability plan that pays 66 2/3 % of the first \$13,500, up to \$9,000 per month maximum benefits.

Administrative Leave

In addition to competitive vacation and sick leave accruals, the County provides an initial credit of one week of administrative leave at the time of appointment, plus an additional two weeks of administrative leave accrued each year. Administrative leave balance may be cashed out or used as time off.



Note: Provisions of this bulletin do not constitute an expressed or implied contract.

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