



San Joaquin County Employment Opportunity

Assistant Director of General Services

General Services Department

About the position

San Joaquin County General Service Department is seeking an experienced leader to provide oversight, direction and guidance in meeting the department's mission. In collaboration with the Director of General Services, this role will foster a creative, collaborative and progressive work force by leading, managing and administering the programs, projects, functions, budgets, and activities of the General Services Department.

This position oversees departmental compliance with state, federal and local requirements, regulations and policies, and acts in the absence of the Director as required. This role offers the opportunity to shape initiatives, guide teams, support key-decision making, and elevate key County, Facility, and Parks and Recreation services. We welcome applications that bring strong leadership, strategic thinking, and a commitment to excellence.

This is a Senior Management level position in San Joaquin County, operates on an at-will basis, is exempt from civil service, and reports directly to the Director of General Services.

About the department

The General Services Department is a division of the County Administrator's Office. With a staff of 115, and an operating budget of \$169.9 million. It oversees two operating units: Facilities Management and Parks and Recreation, which includes the Micke Grove Zoo. The General Services team strives to fulfill the mission of the General Services Department. The mission 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

In addition to desirable education and experience, an ideal candidate will possess many more experiences and competencies. They will demonstrate executive leadership experience resulting in effective organization able to fulfill its service goals. They will regularly utilize analytical and interpretive skills to assist with the development of operational policies and procedures. It is expected that this candidate will model a strong work ethic and accountability for oneself and others. With their high level of integrity and strong sense of ethics, they will demonstrate their ability to effectively provide leadership and collaborate with multiple departments and/or agencies. This candidate will also possess experience in developing creative and alternative solutions to administrative and management challenges. Exceptional written and verbal communication skills are a must, as well as strong administrative, human resources, fiscal and organizational development skills.

Recruitment Announcement
1225-EC1205-EX
Equal Opportunity Employer

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

SAN JOAQUIN
—COUNTY—
Greatness grows here.

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 eight 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.

Arts, Culture, and Recreation

The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The County-owned and operated Mickey Grove Park offers a zoo, rides and a historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.



Education

From preschool to higher education, the County has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus-Stockton Center, Humphreys College and Law School, National University, and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The County's 17 school districts provide families with a wide choice for children's educational development.



Agriculture

The County is one of the most agriculturally rich regions in California. Milk is the leading commodity in the area. Grapes, eggs/chickens, walnuts, cherries, cattle, tomatoes, blueberries and silage round out the top crops, with an abundance of other produce. Grapes make up 81,600 bearing acres, much of which are wine grapes. There are over 85 wineries with over 125 different varieties represented within the Lodi Appellation offering opportunities for tasting and special events.

Weekly farmers markets throughout the County offer a cornucopia of fresh fruit and vegetables. Fruit stands and pick-your-own produce farms dot the countryside.

Housing

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Housing ranges from new developments to historic homes found mostly in central Stockton and downtown Lodi. San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational that the area provides.

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Primary Responsibilities:

- Assists the Director with planning, organizing and directing the development and delivery of departmental services, including but not limited to those related to parks and recreation, facilities maintenance and property management.
- May provide direct oversight for one or more departmental units/divisions.
- Assists with the development and implementation of departmental quality control and quality improvement programs and initiatives.
- Analyzes and monitors performance indicators and ensures that departmental operations meet established standards
- Assists with directing the activities of departmental staff through subordinate managers and supervisors; selects staff and evaluates performance; reviews and takes action on disciplinary matters.
- Assists with the development of operational policies and procedures; analyzes and interprets existing and proposed federal, state and local legislation, policies, procedures and other directives to determine impact on operations.
- Leads or assists with the preparation, presentation, and administration of departmental budgets; analyzes fiscal information and recommends cost efficiency options.
- Assists with the effective development and utilization of technology to improve departmental systems and processes.
- Analyzes and summarizes complex narrative information and statistical data; prepares or supervises the preparation of reports for County management as well as federal, state, or other external agencies.
- Prepares Board of Supervisors' reports and related documents; makes presentations to groups, and individuals, including boards and commissions.

Desirable Qualifications

Education: Graduation from an accredited college or university with a master's degree in business or public administration, engineering, architecture, facilities maintenance/management, Parks and Recreation Administration, or a related area.

Experience: Five years of administrative or management experience in a public agency, including experience managing and maintaining facilities as well as one or both of the following areas: parks and recreation, and/or property management.



Supplemental Questions

These questions will be reviewed by the screening panel in evaluating your qualifications.

- Describe your budget experience, including the size and complexity of the budget, and your level of participation in the process.
- Describe your experience managing Facility or Parks and Recreation projects or programs that have included significant involvement with stakeholder groups, community associations or special interest groups.
- Describe your experience with short and long-range innovative strategic planning and implementation.

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Compensation and Benefits

Approximate Annual Base Salary:
\$164,460- \$199,903

In addition to the base salary, the County offers an excellent benefits plan which includes a county contribution to health insurance, dental and vision insurance plans. Other benefits also offered by the County include:

- 2% employer contribution to the County's 457 Deferred Compensation Plan
- Vacation cash-out up to 8 days annually
- 1937 Retirement Act plan with CALPERS reciprocity
- 125 Flex Spending Benefits Plan
- 12 days of sick leave annually (unlimited accumulation)
- 15 days of vacation leave (20 days after 10 years and 23 days after 20 years)
- 14 paid holidays per year
- 10 days administrative leave per year

Potential cashable compensation	Step 1	Step 5
Annual Salary	\$164,460	\$199,903
2% Deferred Comp	\$3,289	\$3,998
Vacation Cash-out (8 days)	\$5,060	\$6,151
Total	\$172,809	\$210,052

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.

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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 employer

**Recruitment incentives may be available. Incentives must first be approved by the San Joaquin County Administrator.*

Application and Selection

If warranted by the number of candidates, applications may be reviewed by a screening panel to determine those selected to participate in a screening interview. Final candidates will be interviewed by the Director of General Services.

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

Completed application package including the supplemental application must be submitted to the Human Resources Division by the final filing date:

Final Filing Date: **01/05/2026 at 11:59 PM**

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



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