

## Compensation and Benefits

The salary range for the Assistant General Services Director is \$102,394 - \$140,358. Santa Barbara County provides an excellent benefits package including:

- ◆ Retirement: The County offers a Defined Benefit Plan (Santa Barbara County Employees' Retirement System) as well as Social Security.
- ◆ County offers voluntary participation in 401(a) and 457(b) Deferred Compensation Plan.
- ◆ Life Insurance: \$30,000 Term Life
- ◆ Holidays totaling 11 days per year.
- ◆ Sick leave of 12 days per year.
- ◆ Car allowance \$87 biweekly
- ◆ New Hire Incentive Plan: The County may provide reimbursement for reasonable relocation expenses.



For additional information regarding the County of Santa Barbara, please visit the County's website at [www.countyofsb.org](http://www.countyofsb.org).

### **The County of Santa Barbara is an Equal Opportunity Employer**

*We actively welcome, value, respect and recognize employee differences and similarities.  
We believe a robust exchange of ideas creates an atmosphere of cultural acceptance.  
We believe that the more diverse we are, the better decisions we make.*

## The Process

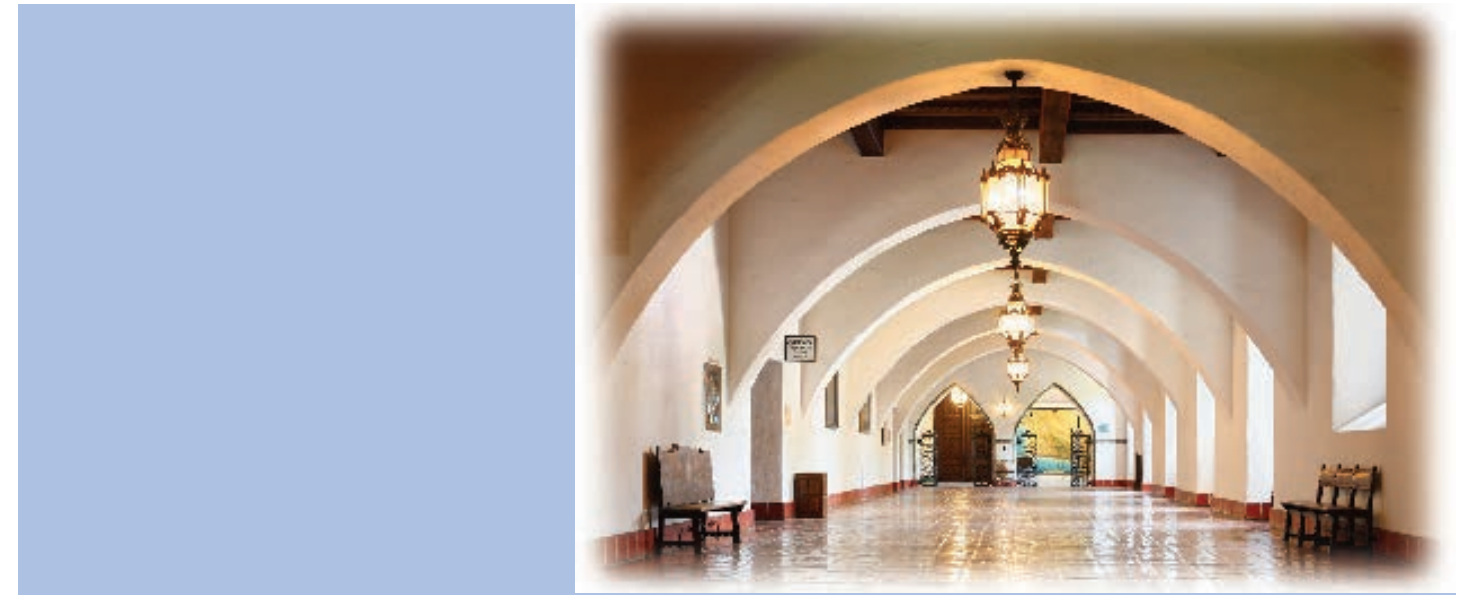
To be considered for this exceptional career opportunity, please visit the Avery Associates Career Portal on our website at [www.averyassoc.net/current-searches/](http://www.averyassoc.net/current-searches/) to upload your letter of interest, resume and contact information, including email addresses for five work-related references (who will not be called until after an interview takes place).

Bill Avery or Bill Lopez  
Avery Associates  
3½ N. Santa Cruz Ave, Suite A  
Los Gatos, CA 95030  
E-mail: [jobs@averyassoc.net](mailto:jobs@averyassoc.net)



The final filing date: August 31, 2018.

If you have any questions, please contact Bill Avery at 408.399.4424 or [bill@averyassoc.net](mailto:bill@averyassoc.net) or Bill Lopez at 408.888.4099 or [williaml@averyassoc.net](mailto:williaml@averyassoc.net).



# The County of Santa Barbara



*invites your interest  
for the position of*

## Assistant Director of General Services

## The County and Community

With its spectacular natural setting and historic commitment to planning, Santa Barbara County is one of the most desirable places in the world. The County boasts strong economic bases in both technology and agriculture, including an expanding vineyard industry and a vibrant downtown. With more than 122 miles of scenic coastline, beautiful valleys, and rugged peaks cresting to 6,800 feet, Santa Barbara County spans a spectacular 2,745 square miles. The County offers a paradise-like setting for tourists, vacationers, and more than 451,000 residents.



Santa Barbara County government is a service-oriented organization with an \$1.1 billion budget, 23 departments, and a workforce of approximately 4,200 employees dedicated to providing quality services to a diverse population of 451,000. The County is governed by an elected five-member Board of Supervisors which appoints the County Executive Officer (CEO). The Sheriff, District Attorney, Auditor-Controller, Treasurer/Tax Collector and Clerk Recorder are also elected with the majority of the department heads appointed by the CEO.

## The General Services Department

Excellent customer service is the keystone to the General Services Department's business culture. The Department has an operating budget of \$49.0 million and a current capital budget of \$15.6 million with an approved staff of 117.5 FTEs. General Services consists of the following divisions:

- ◆ Capital Improvements: Includes project management, architectural services, space planning, relocation services and large remodels.
- ◆ Facility Management: Includes over 340 County-owned buildings and 80 office space leases; oversees all building, security, maintenance, utilities, janitorial services, and energy management and provides emergency response.
- ◆ Financial and Administration Services: Includes budget, accounting and financial analysis, and systems maintenance and development.
- ◆ Information & Communications Technology: Includes technical user support, network administration and security, web services, new technology, communications, telephones, and radios.
- ◆ Purchasing, Mail Service & Surplus Property: Provides centralized procurement services for all Santa Barbara County Departments.
- ◆ Real Estate Services: Includes leases, acquisitions, property management, and disposition of assets.
- ◆ Vehicle Operations: Includes a 1,400 vehicle fleet and all vehicle purchases, maintenance, and repair.



The Department delivers an array of essential support services to customers within other County departments and operates with the mission to provide a full range of services, guidance, and expertise that enables County government to deliver public services effectively.

## The Position and Ideal Candidate

The Assistant Director of General Services reports to the Director and will enhance and support a departmental culture of professionalism and excellent customer service. The foundation to the Department's operational philosophy includes innovative thinking, continual process improvement, and creative business and service solutions and expertise in construction, government processes and purchasing. The Assistant Director will work in an environment of honest communication, prudent stewardship of financial resources, early involvement of customers in decision-making processes, investment in training and job enrichment for staff, and modeling a culture of safety.

Overall, a key priority for the County is the Renew 22, a multi-year transformational initiative led by the CEO to ensure fiscal sustainability and operational efficiency. This initiative is all encompassing and drives directors and employees of all departments to develop strategies to help the County thrive as an organization. Additionally, a diversity of key priorities makes this position a positive, exciting and professionally challenging assignment. The Assistant Director will assist the Director in the coordination of resources and projects with the CEO and the Board of Supervisors. The construction of the \$110 million new jail facility continues to take place and is one of the County's largest and most complex construction projects. General Services maintains a challenging portfolio of over 2 million square feet of facilities. The position will be responsible for addressing a large backlog of facility maintenance through planning the replacement of deferred and antiquated infrastructure, actively conducting preventative maintenance and addressing emergency facility issues. Responsibility includes oversight over complex county wide real estate projects and public procurement transactions to ensure policy adherence, uniformity with laws and regulations as well as public transparency as well as overseeing various facility capital projects, and fleet operations. These duties could expand, and/or be reorganized.



The ideal candidate for this position will be a team-player, with an engaging and active management style with excellent administrative and operational strengths combined with a strategic, big picture vision for the future. A service oriented individual and relationship based interpersonal style incorporating excellent communication skills, keen political acumen, and a high level of emotional intelligence will be essential to success in this role. The selected candidate will operate with unquestionable integrity, ethics and will reflect an unwavering commitment to customer service in providing pragmatic and business oriented solutions to the County organization. Strong presentation skills are required, as regular and ongoing discussions and presentations occur with members of the Board of Supervisors, County staff and a wide array of other County stakeholders that interact with General Services.

This position requires five or more years of experience in a similar role as well as a Bachelor's degree in a related field from an accredited college or university; or a combination of training, education, and experience that is equivalent to one of the standards listed above that provides the required knowledge and abilities.