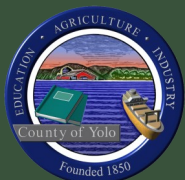


COUNTY OF YOLO  
INVITES APPLICATIONS FOR  
*Director of General Services*



*County of Yolo*  
*Making a difference by enhancing the quality of life in our community*

# The County of Yolo

Yolo County, California, with a population of just over 220,000, is a naturally beautiful and richly diverse county. It is one of the leading agricultural producers in the nation with 661,000 acres that are used primarily for farming and ranching. The Capay Valley is one of the leaders in the nation for organic farming. While agriculture is Yolo County's primary industry, the majority of the county's population lives in the four cities of Davis, West Sacramento, Woodland, and Winters.

## YOLO COUNTY CORE VALUES

- Service
- Performance
- Integrity
- Responsibility
- Innovation
- Teamwork

An abundance of academic and cultural resources are located within the county, such as the University of California, Davis with 35,000 acres and the Mondavi Center for the Performing Arts, a world-class performance center and concert hall. The Sacramento Rivercats baseball team is located in West Sacramento and the nearby Golden One Center is home to the Sacramento Kings basketball team. There are countless opportunities for recreational activities as well that include whitewater rafting and kayaking along Cache Creek, bicycling on scenic country roads and bike paths, and fishing and water-skiing along the Sacramento River.

Yolo County is one of California's original counties. The county seat is located in Woodland, which is just 20 miles northwest of the State Capitol of Sacramento. The county is governed by an elected Board of Supervisors consisting of five members, and is organized into functional areas including General Government; Community Services; Law and Justice System; Health and Human Services; and Capitol Projects.

The County is supported by an annual budget of approximately \$600,714,744 for fiscal year 2021-22 and more than 1,700 full-time equivalent positions. The 2020-2025 Strategic Plan guides the governance of Yolo County and includes the following five key goals:

- ◆ Thriving Residents
- ◆ Safe Communities
- ◆ Sustainable Environment
- ◆ Flourishing Agriculture
- ◆ Robust Economy

The Yolo County Board of Supervisors will use the Strategic Plan to align goals and actions, set policies, and prioritize funding and resources.





# The Position

## THE DEPARTMENT

The General Services department is responsible for the maintenance, remodeling, and management of all county-owned facilities, leased spaces, parks, and the County Airport. The recommended department budget for Fiscal Year 2022-23 is \$8,500,000 which includes funding for an experienced team of 30 staff. Click [here](#) to view the current organizational chart. The mission of the General Services department is to provide the foundation to ensure safe and efficient delivery of services in the natural and built environment throughout Yolo County.

## THE POSITION

The Director of General Services is a single incumbent At-Will position that acts as the Department Head and serves at the pleasure of the County Administrator. The incumbent is responsible for implementing policy, developing goals and objectives, and managing the operation of the General Services Department, which includes but is not limited to, personnel issues, fiscal operations, and program development; representing the county to other agencies, commissions, and community groups; providing leadership in determining facility services on County buildings as well as the administration of Yolo County Parks and the Yolo County Airport; and ensuring that resources are managed and services are delivered in a manner that is in alignment with the County's goals as established by the Board of Supervisors.

The ideal candidate for this position will be a strong, strategic and collaborative leader who has significant construction management experience in the public sector. The successful candidate will also be a strong communicator who is accessible, adaptable, ethical, responsive, and demonstrates the ability to move department goals forward while dealing with changing priorities on a frequent basis. The new Director will be an inclusive advocate for their staff, and will lead the General Services team with trust, hope, stability and compassion while exercising a strengths-based approach to their supervision and professional development.

Responsibilities include, but are not limited to, the following functions:

- Plans, organizes, and directs activities and operations of the department; develops department goals and objectives.
- Directs the planning, maintenance, operation and capital improvements to the County's parks and open spaces, including the Cache Creek Canyon Campground.
- Directs the development and execution of the Airport Capital Improvement Plan, grant management for improvements, hangar lease management, environmental monitoring, and daily operations.
- Establishes and maintains appropriate administrative policies, services, structures, goals, and objectives for the effective and efficient performance of the Department's functions; Reviews, evaluates, and develops changes in policies, programs, and operations; Confers with the County Administrator regarding any changes in policy or operating process.

# The Position

## POSITION RESPONSIBILITIES CONTINUED...

- Directs the selection of personnel, provides, or coordinates in-service training for staff on departmental procedures and policies, conducts performance evaluations, models high standards necessary for the efficient and professional operation of the department, and implements discipline directives as required by bargaining unit MOU language, and Human Resources.
- Directs, reviews, and evaluates the work of staff.
- Directs the preparation of the annual General Services budget; establishes controls and measurement tools for the delivering of services and cost controls and oversees the maintenance of departmental fiscal records and budgetary controls.
- Administers the long-term County's Capital and Maintenance Projects Program; directs the development of requests for proposals, bid evaluations, and contract negotiations and administration.
- Identifies emerging issues and assesses alternative strategies and action plans to address challenges; responds to or reviews problems or complaints; takes or directs appropriate remedial action.
- Consults with and advises other department heads regarding general service programs and coordinates the functions of the department with those of other County departments and agencies.
- Conducts and/or attends various public meetings to represent the interests of the department and Board of Supervisors.
- Prepares program reports for the County Administrator and the Board; gives public presentations to the Board of Supervisors on General Services projects and activities.
- Works closely with internal customers and outside agencies, and vendors to ensure the maintenance and operations of County buildings, parks, and airport is consistent with established standards.
- Performs other related duties as assigned.

## CANDIDATE QUALIFICATIONS

*As an At-Will position, there are no minimum qualifications that must be met. However the following qualifications described for this position are desirable:*

**Education:** A Bachelor's Degree from an accredited college or university in Agriculture, Business or Public Administration, Construction Management, Engineering, Architecture, or a closely related field. Possession of a master's degree in any related field as noted above is preferable; **AND**

**Experience:** Five (5) years of varied experience in architecture, engineering construction management, public administration and/or policy management. Professional background is preferred to include experience in the planning, estimating or administration of significant capital projects. At least three (3) years of qualifying experience must have been at the supervisory or management level.

# The Compensation Package

The County of Yolo offers a competitive total compensation package. **The salary range for this position is \$152,200 —\$185,001.** Salary placement will be made based on the qualifications of the selected candidate. In addition, the benefits provided by the County include the following:

**Retirement:** CalPERS 2.5% @ 55 for classic members; employees contribute 8% of salary toward retirement (New members: 2% @ 62; employees currently contribute 6.75% of salary toward retirement). Employees also pay one percent of the County's portion of the CalPERS retirement contribution. The County participates in Social Security and Medicare programs.

**Health Benefits:** The County offers ten health plans (8 HMO's and 2 PPO's). Each employee currently receives a benefit package of \$2,121.16 monthly to purchase health, dental, and vision insurance. The County requires all employees to enroll in both the dental and vision plan.

**Auto Allowance:** \$570 monthly

**Life Insurance:** The County provides a \$50,000 Life and AD&D Policy

**Deferred Compensation:** The County provides a \$500 match each calendar year when a Department Head defers \$500

**Sick Leave:** 96 hours per fiscal year

**Vacation Leave:** 80 hours per fiscal year; 104 hours after 5 years of employment

**Administrative Leave:** 80 hours per fiscal year

**Floating Holidays:** 40 hours per fiscal year

**Holidays:** 10.5 holidays per year

**County Disability Insurance:** Eligible for short-term disability benefit at 85% of salary

**Employee Assistance Program:** Confidential counseling program with up to 6 visits per incident per calendar year.



# How to Apply

*The deadline to apply for this position is Friday, July 8, 2022*

To apply for this exciting career opportunity, please submit a letter of interest, detailed resume and a list of references to:

Jenny Brown, Senior Personnel Analyst  
County of Yolo Human Resources  
625 Court Street, Room 101  
Woodland, CA 95695

OR

Send via email to [jenny.brown@yolocounty.org](mailto:jenny.brown@yolocounty.org)

Following the filing deadline, resumes will be screened according to the qualifications outlined in the brochure. Candidates with the most relevant qualifications will be contacted for additional discussion and screening. The first round of Interviews is tentatively scheduled to occur in July 2022. If you have any questions, please do not hesitate to contact Jenny Brown at (530) 666-8328

Yolo County, a place where YOU belong!

The average person spends one third of their life at work. Why not spend that time in an environment where you are seen for who you are, celebrated for the diversity you bring, and valued for your potential to contribute to an innovative and dynamic workforce? Yolo County is committed to creating and sustaining an inclusive and equitable workplace which supports and values our diverse community.

Come join us! This is where YOU belong.

