

COMPENSATION

SALARY RANGE:

\$132,420 to \$172,146 (DOE)

RETIREMENT:

Classic 2% @ 55 / New 2% @ 62

HEALTH:

The County pays 90% of the basic Health plan premium for employee only or 70% for eligible employee and dependent(s).

DENTAL/VISION:

The County pays 100% of the basic Dental/Vision plan premium for employees only or 80% for eligible employee and dependent(s).

LIFE INSURANCE:

The County provides a \$50,000 life insurance policy. An additional \$50,000 in coverage is funded by the employee's contribution to the short term disability program for a total of \$100,000 in coverage. Employees may purchase supplemental coverage for themselves and dependents.

DISABILITY INSURANCE:

The County provides self-funded short and long-term disability insurance in-lieu of State Disability.

DEFERRED COMPENSATION:

The County offers voluntary deferred compensation plans through CalPERS or Nationwide.

MANAGEMENT LEAVE:

Employees receive 56 hours of management leave annually. This leave is pro-rated based on start date and must be utilized by the end of the fiscal year.

MANAGEMENT ANNUAL ALLOWANCE:

Annual allowance of \$500.

VACATION:

12 days annually (increases w/service time)

HOLIDAYS:

12 days annually

FLOATING HOLIDAYS:

16 hours annually

SICK LEAVE:

12 days annually



Beale Air Force Base Honor Guard opening Bok Kai Parade

TO APPLY: SUBMIT A COVER LETTER AND PROFESSIONAL RESUME

(Resume must include formal education, work experience for position held with the beginning and ending dates, any breaks in service, and contact information for at least five professional references)

Resume Submission/Questions:

Yuba County Human Resources Department

Attention: Amber Darrach

adarrach@co.yuba.ca.us

915 8th Street, Suite 113

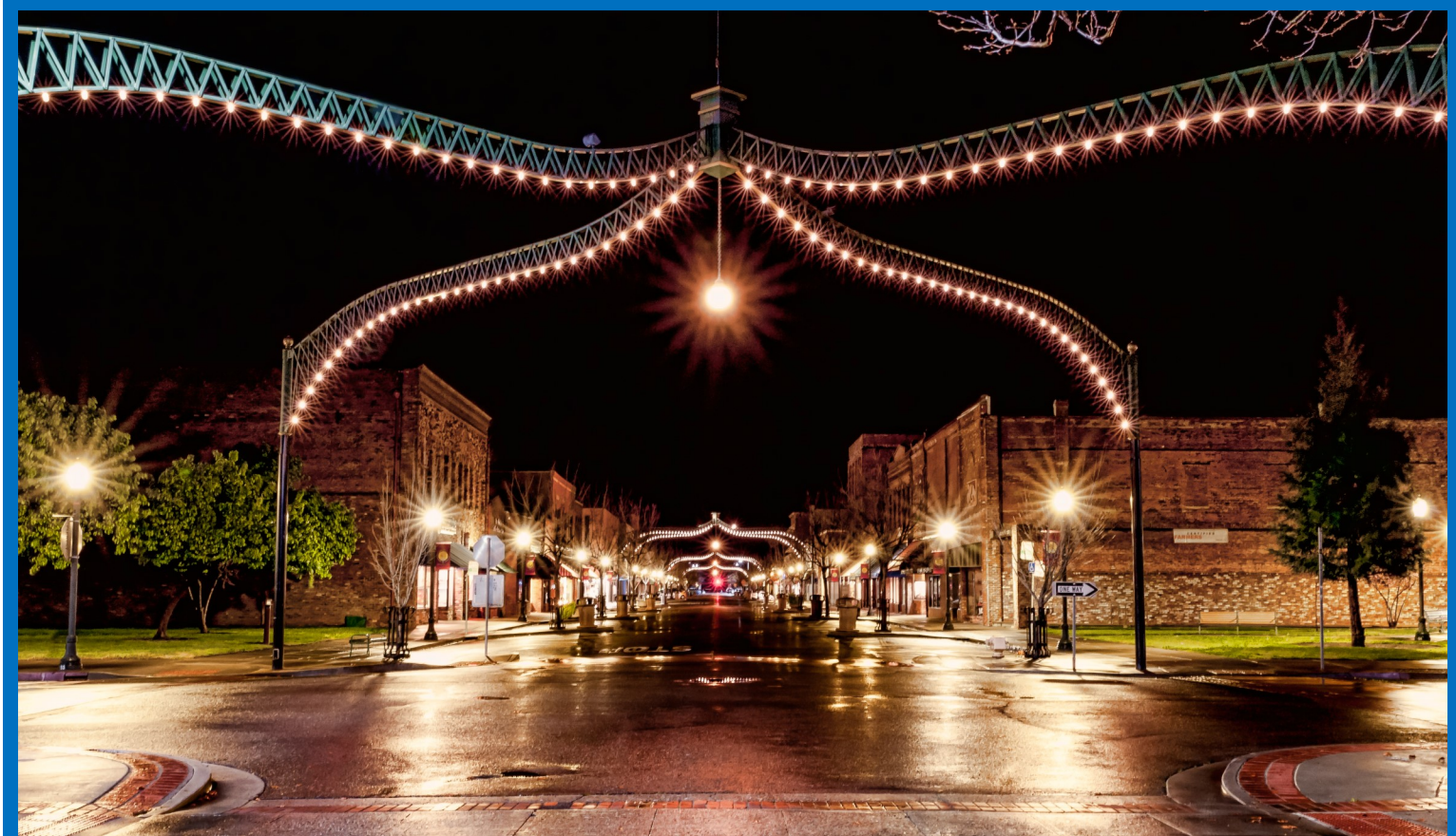
Marysville, CA 95901

530.749.7869 Phone

530.749.7864 Fax

FILING DEADLINE:

Friday, November 1, 2019 @ 5:00 p.m.



*Seeking an experienced, innovative and strategic-thinking individual
to serve as:*

DIRECTOR OF ADMINISTRATIVE SERVICES

*The County of Yuba is a Merit Based Equal Opportunity Employer encouraging
Workforce Diversity and participates in E-Verify*



Sycamore Ranch Park & Campground

THE COMMUNITY

Yuba County is situated in the Northern Sacramento Valley, approximately 40 miles north of the State Capitol in Sacramento and two hours away from San Francisco and Lake Tahoe. The boundaries stretch from the farms and orchards of the valley to the timberlands of the Sierras. With an estimated population of 76,000, Yuba County offers its residents the many advantages of a rural lifestyle away from the pressures of the urban areas. The County's rivers, lakes and outdoor recreation areas provide excellent hunting, fishing, boating and skiing opportunities. Our County vision is to create a "golden" future for Yuba County by: Inspiring a community of participation, embracing our unique history, and discovering the wealth of our untapped potential.

THE DEPARTMENT

The Administrative Services Department provides a variety of logistical and resource support to all County departments. The department is responsible for purchasing, managing capital projects, building and grounds maintenance, custodial services, fleet management, capital improvement planning and acquisition, energy management, real estate/leasing negotiations, and airport oversight. Some major goals and objectives that the Administrative Services Director will be actively involved in are to:

- Create and maintain a capital improvement plan to include developing a growth/space needs plan and assessment of capital equipment maintenance and planning.
- Manage capital improvement projects and facilities maintenance program.
- Oversee the management of the Yuba County Airport and related revenues, grant programs, and improvement projects.
- Update and maintain the County purchasing manual.
- Oversee ADA compliance related to facility/structural access.

THE ORGANIZATION

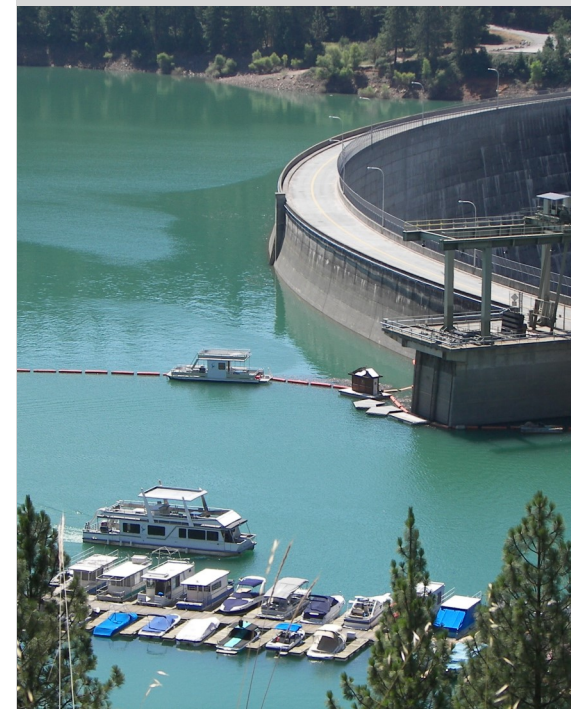
The County of Yuba has 900 allocated positions and a total FY 19/20 budget of \$203 million. It has a proud tradition of being a stable local government bolstered by five members of the Board of Supervisors who are elected for four year terms on an alternating basis. Each Supervisor represents an election district. Members of the Board of Supervisors serve as the legislative and executive body for Yuba County and provide policy direction for all branches of County government.

Statement of Commitment:

We are dedicated to providing responsive, innovative and sustainable services that enhance the quality of life and uphold the public trust and interest.

THE POSITION

Under broad managerial supervision, provides overall direction of the Administrative Services Department within the guidelines set up by the County Administrator. The incumbent determines and formulates departmental policies and procedures. Plans, directs, or coordinates Countywide operational activities including purchasing and contract coordination, capital improvements, fleet management, facilities management, and custodial services. Provides administrative oversight of the County's airport. Coordinates with management officials, other County departments, and governmental agencies to manage and accomplish the complex and varied functions of the department while furthering the County's goals and objectives, and performs other work duties as assigned.



New Bullards Bar Dam



Yuba County Health & Human Services Department Staff

THE IDEAL CANDIDATE

The ideal candidate will have strong experience with demonstrated success in purchasing, management of capital projects, public agency departmental budget development which includes management of enterprise and internal service funds, and oversight of facility maintenance and fleet services.

The successful candidate will possess strong management skills with the ability to lead a department that is customer-focused, collaborative, responsive, and innovative.

These employment standards would typically be achieved by graduation from an accredited four-year college or university with a Bachelor's Degree in Business Administration, Economics, Public Administration or a field related to the work with a minimum of six years of related supervisory or management experience. Candidates with strong experience who lack the degree are encouraged to apply.