



# **BUTTE COUNTY, CALIFORNIA**

INVITES YOUR INTEREST  
IN THE POSITION OF

**DIRECTOR OF  
GENERAL SERVICES**



*Final filing date is March 4, 2011*

**Butte County Human Resources Department**

# BUTTE COUNTY, CA (OROVILLE, CA)

## Director of General Services

### **The County:**

Butte County is situated on the east side of Northern California's Sacramento Valley and covers 1,640 square miles between the Sacramento River to the west and the Sierra Nevada Mountains to the east. This "Land of Natural Wealth and Beauty" was founded on February 18, 1850 and is one of California's original counties. Butte County's name is derived from the Marysville or Sutter Buttes mountain ranges, which were within the boundaries of the county when it was created. Butte County is home to a growing population of more than 210,000 people who live in the incorporated cities of Biggs, Chico, Gridley, Oroville (the county seat), and the Town of Paradise. The county offers an ideal economic atmosphere, a highly educated labor force, and a lower than average cost of living.

Butte County has a variety of opportunities for cultural enrichment, recreation, and relaxation in a rural environment. Bidwell Park in Chico is one of the largest city parks in the world, extending 12 miles along Big Chico Creek. Lake Oroville and the Sierra Nevada Mountains also provide a wide array of recreational activities. Educational and cultural activities are available through California State University, Chico, with an enrollment of more than 15,000 students per academic year and Butte College. In addition, Butte County is less than an hour and a half drive to Sacramento and only three hours from the San Francisco Bay Area.

### **Recreational Activities**

Butte County has a variety of recreational activities. Activities include water sports of all types on crystal lakes dotting the county's landscape. White water rafting and canoeing are available in the canyons of the area's numerous rivers. Anglers can try their luck casting for trophy trout and bass. Additionally, equestrian and mountain biking trails run for hundreds of miles with countless square miles of wilderness making for wonderful backpacking excursions. Portions of the Lassen and Plumas National Forests fall within the county boundaries. There is literally no end to the beauty of the area's natural offerings.

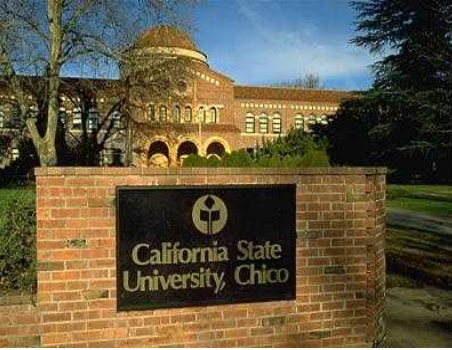
### **The Position:**

This position will operate under policy direction from the Board of Supervisors and administrative direction from the Chief Administrative Officer. The Director of General Services, is an organizational leader capable of leading a complex and diverse organization combining good judgment and initiative to deliver superior support functions to other County Departments.

The Director of General Services is a Department Head position with the primary responsibilities to plan and direct the activities of the General Services Department including management of real property assets, contracting and procurement and other support services as directed. This position reports to the Chief Administrative Officer.

### **Typical duties of the position include:**

- Plans, organizes, directs and tracks the performance of the County's General Services functions through division leaders including real property asset agents, Building & Grounds, Janitorial, Contracting, and centralized Printing, Duplicating and Courier Services.
- Provides leadership to a diverse work force through proper selection, supervision and evaluation of Division Leaders with a focus on career planning for all positions.
- Coordinates the preparation of a consolidated General Services Budget and maintains cost controls to ensure compliance with budget constraints. Provides support to Administration and Finance in estimating Capital Improvement and Department Requested project costs for budgeting purposes.
- Coordinate the County energy functions through a collaborative effort with other Departments.
- Oversees all real property asset transactions including fee and less than fee rights for both infrastructure and transportation projects ensuring the completion of appropriate due diligence.
- Directs staff in managing all county Public Projects using the appropriate delivery method for the project and engaging technical experts as needed.



- Makes final interpretations of County regulations and codes regarding the management of public projects and the contracting of goods and services for all Departments and develops long range business plans for services using a collaborative approach in working with other Departments.
- Develops long range facility maintenance and modification plans and recommends space plans and capital improvement projects to accommodate all County functions.
- Makes oral presentations, including to the Board of Supervisors, and represents the County and the General Services Department in meetings with public officials and other agencies. May serve on committees to address countywide concerns and to plan and develop projects.

## The Ideal Candidate:

The ideal candidate for the General Services Director will have the ability to work with divergent viewpoints and find workable solutions in a world where very few things are black and white. He/she will have a big picture view of the world, be politically astute and have strong interpersonal skills and the ability to work with diverse groups. In addition to these attributes, a proven track record in management of a complex organization in a general services capacity is strongly desired. At a minimum, the ideal candidate will meet the following criteria:

### Education, Experience, Certifications and Licenses:

- A Bachelor's Degree in public administration or business administration or related field from an accredited college or university
- Five (5) years of increasing responsible management experience in public administration or other relevant environment with multiple divisions and regulatory compliance components.
- Minimum of three (3) years at the staff level of detailed experience in contracting, accounting, property management or construction management is required.
- Must possess a valid California driver's license.
- Employees hired into this classification must file statements of economic interest with the Butte County Recorder's Office.

## Required Knowledge and Skills:

- Knowledge of local government organization and operation.
- Knowledge of County, State and Federal laws, statutes, ordinances, codes and regulations.
- Knowledge of the principles and practices of organizational behavior and personnel management.
- Knowledge of the principles and practices of accounting, fund management and finance.
- Knowledge of the principles and practices of contracting law.
- Knowledge of the principles and practices of real property management including acquisition, leasing and tenant rights.
- Knowledge of the principles and practices of commercial construction methods and materials.
- Skill in demonstrating tact and diplomacy.
- Skill in developing and maintaining strong working relations at all levels of the organization and with others outside of the Department and County.
- Skill in oral and written communications.
- Skill in successfully developing and executing long and short range plans.
- Ability to work effectively under stress and in urgent situations.
- Ability to interpret and ensure compliance with complex laws, regulations and policies.
- Ability to remain current in technological aspects of managing the various General Services functions.
- Ability to comprehend complex contracting, organizational, financial and real property related problems and objectives and develop and execute appropriate plans to the benefit of the County.

## The Compensation:

- The salary range for the position is \$108,003 to \$132,003 annually. Actual salary will depend on the chosen candidate's qualifications and experience.

## The Benefits:

- Retirement Plan — Participate in the PERS program (2% @ 55).
- Vacation is based on years of service beginning at 15 days per year.
- 11 paid holidays per year.
- Sick Leave accrual of 12 days (96 hours) per year.
- 10 days of Administrative Leave per year.
- Health, Dental and Vision insurance — Provided to the employee and dependents with the majority of the cost being paid by the County.
- Deferred Compensation — The County provides a voluntary 457 program that each employee may elect to enroll.
- Life Insurance — The County provides \$25,000 in life insurance.
- Travel allowance and mileage reimbursement of \$620.00 per month.
- Cell Phone — choice of County owned cell phone or allowance of \$70.00 per month.
- County paid long-term disability.
- Reimbursement for professional designations.
- Unemployment Insurance.



## How to Apply:

If you are interested in this excellent career opportunity, please visit our website at [www.buttecounty.net/personnel](http://www.buttecounty.net/personnel) to apply. A copy of your degree and/or transcripts must be attached to application at time of submission.

For any additional information, please feel free to call (530) 538-2157 or (530) 538-7651 Monday through Friday, 8am to 5pm. Faxes and emails are accepted with signatures. All applications must be received by 5:00 pm on March 4, 2011.

Following the closing date, applications and resumes will be screened according to the qualifications listed in this announcement. The most qualified candidates will be invited to a personal panel interview. Finalists from the initial interviews will be forwarded to the Chief Administrative Officer for an additional interview.

**Butte County is an Equal Opportunity Employer.**

