

DIRECTOR, GENERAL SERVICES

Alameda County, CA





THE COMMUNITY

Alameda County is the geographic center of the San Francisco Bay Area, located on the east side of the Bay across from the San Francisco Peninsula. Commonly referred to as the “East Bay,” the region has been the fastest growing in the San Francisco Bay Area for more than two decades. The East Bay is popular because of its desirable location, incredible diversity, ideal climate, broad economic base, welcoming communities, and business opportunities. The County itself is one of the most culturally diverse regions in the country.

Alameda County offers a variety of popular destinations including theatre, world-class symphony performances, dining, and many top-rated accommodations. The County is also home to many popular attractions including, The Oakland Museum, Chabot Space and Science Center, the Oakland Athletics, and Livermore and the Tri-Valley Wine Country. In addition, there are numerous parks, trails, and championship golf courses to enjoy. The University of California, Berkeley and California State University, East Bay are just two of the distinguished academic institutions serving Northern California. Urban transportation options are extremely accessible including the Oakland International Airport, the Bay Area Rapid Transit (BART) system, and the San Francisco Bay ferry system.

THE COUNTY

Established in 1853, Alameda County has a population approaching 1.6 million residents making it the second largest county in the Bay Area and the seventh largest in the State. The County encompasses 14 cities including Alameda, Albany, Berkeley, Dublin, Emeryville, Fremont, Hayward, Livermore, Newark, Oakland, Piedmont, Pleasanton, San Leandro, and Union City as well as 6 unincorporated communities and rural areas that span a total of 738 square miles.

Alameda County employs approximately 9,000 employees working in 21 different agencies and departments and has an annual budget of over \$3 billion. As a major urban County, Alameda delivers a full spectrum of services, including general government and internal services, health care, social services, public works, criminal justice, and other public safety services for its community.

The County’s mission is to enrich the lives of its residents through visionary policies and accessible, responsive, and effective services. Its vision is to be recognized as one of the best counties in which to live, work, and do business.

For more information, visit <https://www.acgov.org>.

THE DEPARTMENT

The General Services Agency (GSA) provides Alameda County with quality and innovative logistical support. The major service areas are:

- **Parking Division** – The Parking Division operates and manages the County’s Clean Commute Program and Parking facilities, which includes the expansion of bike parking facilities, and shuttle bus routes in Hayward, Oakland, and San Leandro.
- **Building Maintenance Department** – The Building Maintenance Department provides full maintenance, landscaping, and janitorial services for the County’s 5.6 million square feet of owned buildings.
- **Motor Vehicle/Messenger Services** – Logistics Services offers delivery options and support to employees through the interdepartmental mail delivery, and Property Salvage program. The Motor Vehicle division works with County departments and agencies to identify vehicle options to meet operational and environmental goals and procures, maintains, and disposes of County vehicles.
- **Sustainability** – This office oversees implementation and reporting for the County’s Climate Action Plan for Government Services and Organizations. The objectives of the Plan are to increase energy efficiency, reduce fossil fuel use and greenhouse gas emissions, and implement cleaner technologies while reducing operating costs and encouraging efficient service delivery.
- **Facilities Capital Planning** – This unit collaborates with short-term and long range planning and utilization of the County’s 6.3 million square feet of occupancy in over 150 buildings, real estate assets, and facility leases. The unit’s specific responsibilities include management of real estate master planning, facilities conditions assessments, facility leases, land use agreements, property licenses, master space planning, and furniture installations.

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- **Procurement** – The Procurement Division administers policies, procedures, and guidelines for the countywide procurement of goods and services. Responsibilities include ensuring purchasing is done in compliance with federal and State laws and Board policies. The Division also provides leadership in planning, developing, and evaluating policies, systems, initiatives, and objectives to improve remote accessibility and participation for the small, local vendor community and disadvantaged workforce. This work includes oversight of the County's Project Stabilization Community Benefits Agreement, Contractor Bonding Assistance Program, and compliance with the Enhanced Construction and Outreach Program.
- **Capital Programs** – The Capital Programs Department provides professional program, project, and management services to all County agencies. Responsibilities include: project budget estimating, feasibility studies, capital project design, and construction management; managing the County's utility budget and related energy and water projects; and providing hazardous materials management and environmental compliance services.

GSA is supported by over 400 employees.

THE IDEAL CANDIDATE

Alameda County is a highly respected organization known for its innovative achievements, and strong fiscal stewardship. The County seeks a seasoned and confident leader with a track record of providing outstanding customer service to be its next GSA Director. The GSA Director reports to the County Administrator and plans, organizes, coordinates and directs central management programs such as Purchasing and Procurement Policies and internal service operations of the General Services Agency. The Director provides centralized internal service functions for all County departments and represents County interests before legislative bodies and committees on all internal service functions.

The ideal candidate will be an inclusive manager with outstanding communication skills who engages and seeks feedback from customers and stakeholders. This person will also foster a culture of respect, teamwork and collaboration.

The next GSA Director will embrace the opportunity to make positive contributions to the community he/she/they serve by focusing on the top priorities:

- Be proactive and strategic in recruiting and retaining top talent for the workforce.
- Review and revise policies, procedures and processes to ensure effective service delivery.
- Introduce best practices in the areas of emergency preparedness, infrastructure maintenance and optimization and IT improvements.
- Develop and implement key strategies that address the needs of a workforce in a post-COVID-19 workplace environment.
- Promote a diverse and inclusive workplace culture that attracts and retains top talent.

In addition, the GSA Director will:

- Plan, organize, coordinate and direct the programs and operations of the General Services Agency, which includes the following services: Building Maintenance, Communications, Transportation Services, Office of Acquisition Policy, Portfolio Management, Purchasing, Real Estate, Technical Services, and Administration.
- Develop Agency policies, procedures, programs, services, budget and functional assignments.
- Consult with County and Agency department heads on a regular basis concerning Agency matters including programs, services, budget and organization.
- Attend sessions of the Board of Supervisors, to present and justify agency proposals requiring Board action; confer with the County Administrator or staff concerning budgetary and organizational programs and services; direct negotiations with the County Administrator's Office.
- Establish and maintain cooperative relationships with other County Departments, private organizations and individuals concerned with the various service functions of the Agency; serve on Agency committees and boards.
- Keep informed of current trends and new developments with regard to intergovernmental centralized services; and participate in professional job-related organizations.

The selected candidate will be progressive, strategic and results driven. Nationwide candidates are encouraged to apply.

Minimum Qualifications:

The equivalent of nine years of full-time experience (three years of which must have been in a supervisory/managerial capacity) planning or coordinating large-scale and diversified Public services in one of the following areas: Building Maintenance, Communications, Motor Vehicles, Transportation, Sustainability, Technical Services, or Purchasing. Possession of a Bachelor's Degree from an accredited college or university may be substituted for four years of the non-supervisory experience. A post-graduate degree in Public or Business Administration is desirable. OR:

- Current Alameda County classified service status as the Assistant Director, GSA or as a Deputy Director in the General Services Agency; OR
- Current Alameda County classified service status as an Agency or Department Head or as an Assistant Agency or Departmental Head.
- Any combination of training, education and experience that is equivalent to one of the patterns listed above and will provide the required knowledge and abilities.

License: Possession of a valid California Motor Vehicle Operator's license.

NOTE: The Civil Service Commission may modify the above Minimum Qualification in the announcement of an examination.

COMPENSATION

The salary for this position is within an established annual range of \$199,700.80 to \$260,686.40 and will be dependent upon the qualifications and experience of the selected candidate. In addition, Alameda County offers a comprehensive and competitive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families. These benefits include but are not limited to:

For Health & Well-Being

- Medical Insurance – HMO Plans
- Dental Insurance – HMO & PPO Plans
- Vision Insurance Plans
- Share the Savings
- Basic Life Insurance
- Supplemental Life Insurance (with optional dependent coverage)
- Accidental Death & Dismemberment Insurance (with optional dependent coverage)
- County Allowance (Employer Credit)
- Flexible Spending Accounts - Health, Dependent Care and Adoption Assistance
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- Voluntary Benefit Plans - Accident, Critical Illness, and Hospital Indemnity
- Employee Assistance Program

For Financial Planning

- Retirement Plan - (Defined Benefit Pension Plan)
- Deferred Compensation Plan (457 Plan or Roth Plan with County contribution)
- Employee Retirement Plan (401a Plan with County contribution)

For Work/Life Balance

- Car Allowance
- 11 paid holidays
- Floating Holidays
- Vacation and sick leave accrual
- Vacation purchase program
- Management Paid Leave
- Catastrophic Sick Leave
- Group Legal Plan
- Group Auto/Home Insurance
- Pet Insurance
- Commuter Benefits Program
- Guaranteed Ride Home
- Employee Wellness Program (e.g., At Work Fitness, Incentive Based Programs, etc.)
- Employee Discount Program (e.g., theme parks, cell phone, etc.)
- Child Care Resources
- 1stUnited Services Credit Union

Eligibility is determined by Alameda County and offerings may vary by collective bargaining agreement. This provides a brief summary of the benefits offered and can be subject to change.

HOW TO APPLY

Please apply **on-line** by **March 31, 2022** at www.allianceRC.com. For questions, inquiries or candidate recommendations, please contact:

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<https://www.linkedin.com/company/alliance-resource-consulting>

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