



# **DEPUTY DIRECTOR OF GENERAL SERVICES**





## THE COMMUNITY

Sacramento County covers 984 square miles and is home to the California state capital, 1.5 million residents and seven incorporated cities: Citrus Heights, Elk Grove, Folsom, Galt, Isleton, Rancho Cordova and Sacramento. The population of Sacramento County's unincorporated area is approximately 564,000.

Residents in Sacramento County have a variety of recreational, dining and entertainment options to choose from. The County is home to more than 15,000 acres of park, plus the 23-mile American River Parkway, where more than five million visitors enjoy the unique wildlife and recreation area annually. Fishing, boating and rafting opportunities are available to water enthusiasts, and picnic sites, golfing, guided natural and historic tours are steps away from the multi-use trail. With its close vicinity to local agriculture, County residents also have an extraordinary selection of local food, wines and beers.

Sacramento County is one of the most affordable home-buying metropolitan areas in the state, and has a skilled workforce, high graduation rates and college-educated residents. The County is a leader in the 21st century economy with growing advanced manufacturing, agriculture and food, clean energy technology, information and communications technology and life sciences.

## COUNTY GOVERNMENT

The County of Sacramento was incorporated in 1850 in response to the needs of a growing population and was one of the original 27 counties of California. In 1933, the Sacramento County Charter was established, along with the County Executive position.

The County is governed by five members of the Sacramento County Board of Supervisors, elected on a non-partisan basis to serve staggered four-year terms, each representing one of the five districts. The County Executive is responsible to the Board for planning, organizing and directing County activities. Other elected officials include the Assessor, District Attorney and the Sheriff.

In 1972, an amendment to the County Charter was implemented to organize the County on an agency basis for more effective administration of functions for which the County Executive is responsible to the Board of Supervisors. Approved by the electorate, the amendment established agency heads to groups of County Departments. The four agencies within the County, which report to the County Executive, are Administrative Services, Community Services, Public Safety & Justice, and Social Services. Sacramento County has more than 30 departments and offices that provide services to County residents.

The County is responsible, pursuant to the County Charter or ordinances, or by state or federal mandate, to provide health and welfare, criminal justice and municipal services (including law enforcement), as well as other services to County residents. Major services include the Airport System, Animal Care Services, Clerk Recorder, Criminal Justice, Health and Welfare, Property Tax System, Regional Parks, Transportation, Waste Management and Recycling, Voter Registration and Water Resources.

The County's Approved Fiscal Year (FY) 2025-26 Budget is approximately \$8.9 billion, and there are more than 12,800 full-time employee positions.



## THE DEPARTMENT

The Department of General Services (DGS) is a vital entity comprising 480 dedicated employees who manage County assets across 984 square miles. DGS partners with various stakeholders to provide solutions that support services for 1.6 million residents.

With an annual resource responsibility of \$1.27 billion, DGS directly oversees a departmental operational budget of \$431 million and a capital project budget of \$92 million. By implementing centralized procurement and contract services, DGS facilitates \$748 million in expenditures across 1,200 annual contracts for over 30 departments and offices within the County.

DGS manages assets encompassing 5.8 million square feet of County-owned facilities, an additional 2 million square feet of leased facility space, and a fleet comprising over 2,400 light and heavy vehicles. Furthermore, DGS oversees the \$1.07 billion Facilities Capital Construction Five-Year Program. DGS's organizational structure consists of eight divisions: Administrative Services, Architecture Services, Contracts and Purchasing, Facility Planning and Management, Fleet Services and Parking, Real Estate, Support Services, and the Security Program. Please visit [www.dgs.saccounty.net](http://www.dgs.saccounty.net) to learn more about DGS.

## THE POSITION

### Make a Difference in Sacramento County

This is a unique opportunity to serve your community while shaping the future of essential government services. You'll work in a collaborative, mission-driven environment and help improve the lives of residents across Sacramento County.

### About the Role

The Deputy Director of General Services is a key executive leader responsible for directing, managing, and coordinating major operational divisions within the department. This role oversees:

- The Chief of Facility Planning and Management, who manages all county facility operations and maintenance.
- The Chief of Support Services, who oversees critical internal services such as printing, warehouse management, mail distribution, and surplus property programs.
- The County Security Program, ensuring the safety and security of county buildings, staff, and the public.

The Deputy Director provides strategic leadership, drives operational efficiency, ensures regulatory compliance, and supports innovation across these divisions.

# THE POSITION CONTINUED

## Key Responsibilities

- Serve as a principal advisor to the Director of General Services and act on their behalf when needed.
- Lead and manage a diverse team of division chiefs and senior staff across multiple service lines.
- Oversee the development, implementation, and evaluation of operational plans and budgets.
- Ensure high standards in the maintenance, safety, and sustainability of county facilities.
- Manage countywide support service operations including logistics, printing, mail, surplus, and warehouse functions.
- Direct the County Security Program, developing and maintaining comprehensive policies and protocols for the protection of assets, personnel, and the public.
- Foster collaboration across departments and external partners to ensure high service quality.
- Analyze performance metrics and drive continuous improvement initiatives.
- Champion the integration of digital solutions and data governance frameworks to modernize operations and enhance service efficiency.
- Ensure compliance with local, state, and federal regulations, including procurement and environmental standards.
- Oversee contract development and vendor relationships to ensure transparency, sustainability, equity, and regulatory compliance.
- Represent the department in high-level meetings, public forums, and inter-agency workgroups.



## THE IDEAL CANDIDATE

### Core Competencies

These are the essential skills, abilities, and areas of expertise required for the Deputy Director of General Services to succeed in the role:

#### Strategic and Operational Leadership

- Develops long-range plans and aligns departmental goals with county priorities.
- Oversees large-scale, multi-division operations with clarity and consistency.
- Anticipates future service needs and leads organizational change effectively.
- Possesses knowledge of legislative frameworks and regulatory compliance affecting agencies at the local, state, and federal levels in related disciplines.

#### Technical and Functional Knowledge

- Demonstrates deep expertise in facility management, operational support services, and physical security.
- Applies best practices in infrastructure planning, logistics, sustainability, and risk mitigation.
- Understands regulatory requirements and industry standards across diverse service areas.
- Demonstrates strong personnel management expertise, including labor relations, supervision, workforce planning, and performance development.

# THE IDEAL CANDIDATE CONTINUED

## Core Competencies Continued

### Budget and Resource Management

- Plans, develops, and administers complex budgets.
- Allocates personnel and financial resources effectively to meet operational goals.
- Oversees procurement, contracts, and vendor performance with fiscal discipline.

### Organizational Performance and Accountability

- Establishes measurable performance standards and evaluates outcomes.
- Implements process improvements and fosters a culture of continuous improvement.
- Uses data-driven analysis to inform decisions and drive results.
- Leverages administrative analysis, performance measurement, and data governance to support innovation, track accountability, and improve internal services.

- Implements governance structures and internal controls to support legal compliance, ethical practices, and audit preparedness.

### Interdepartmental Collaboration

- Builds effective working relationships across county departments and external partners.
- Coordinates shared services and leverages cross-functional resources.
- Navigates organizational boundaries to resolve problems and improve efficiency.

### Communication and Stakeholder Engagement

- Communicates the “why” and “how” clearly and persuasively across all levels.
- Prepares and delivers briefings, reports, and presentations tailored to diverse audiences.
- Represents the department in high-stakes discussions and public forums.

## Personal Attributes

These are the inherent qualities and traits that define how the Deputy Director approaches their role, leads others, and interacts with stakeholders:

### Integrity

- Demonstrates honesty, consistency, and high ethical standards.
- Exercises discretion and maintains confidentiality when appropriate.
- Acts with humility, fairness, and a deep commitment to community impact.

### Accountability

- Takes full responsibility for decisions, actions, and results.
- Sets a personal example of reliability and follow-through.

### Emotional Intelligence

- Shows self-awareness and manages stress constructively.
- Responds to others with empathy and respect, even in challenging situations.



# THE IDEAL CANDIDATE CONTINUED

## Personal Attributes Continued

### Resilience and Adaptability

- Remains effective and focused under pressure or during uncertainty.
- Adjusts to new conditions with composure and resourcefulness.

### Service Orientation

- Prioritizes the needs of the public and internal clients.
- Acts with humility, fairness, and a deep commitment to community impact.

### Professional Presence

- Commands respect through professionalism, preparedness, and sound judgment.
- Instills confidence through a calm, solution-oriented demeanor.

### Collaborative Spirit

- View collaboration not just as a skill, but as a core leadership principle.
- Foster strong partnerships across departments, with community stakeholders, and among staff to ensure that our services are integrated, responsive, and aligned with broader County goals.
- Believe that solutions come from diverse perspectives, and prioritize transparent communication, shared accountability, and mutual respect in every interaction.
- Lead with a collaborative mindset, driving initiatives that are inclusive, efficient, and rooted in collective success.



## MINIMUM QUALIFICATIONS

Any combination of experience and education or training that is likely to provide the required knowledge and abilities. Typical ways to obtain the knowledge and abilities would be:

**Either: 1.** Two years as a division chief in the Department of General Services;

**Or: 2.** Four years of administrative or management experience including responsibility for planning, organizing and directing varied types of programs. At least two years of the required experience must have involved budgeting and rate setting activities associated with a Proprietary Fund, such as an inter-services fund or an enterprise fund.

## COMPENSATION

The County of Sacramento offers an excellent compensation and benefits program. The salary range for this position is \$182,929.68 - \$201,679.92 annually plus an additional 3.35% management incentive for a combined total of \$189,057.82 - \$208,436.19.

# COMPENSATION CONTINUED

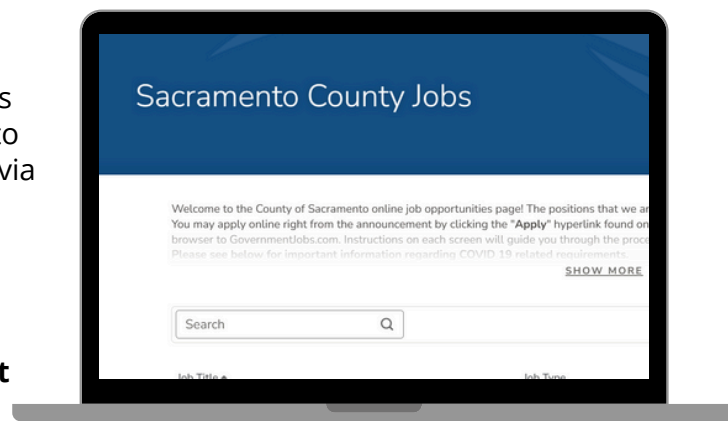
## *The attractive benefits program includes:*

- **Retirement** – The County's defined-benefit pension plan is provided by the County Employees' Retirement Law of 1937 and is managed by the Sacramento County Employees' Retirement System (SCERS) Board of Retirement.
- **Medical Insurance** – Choice of HMO and High Deductible Health Plans (HDHP), to include Kaiser, Sutter, and Western Health Advantage.
- **Deferred Compensation** – A deferred compensation program is available through the County 457(b) Deferred Compensation Plan. Effective October 2025, for each 1% contribution made by the employee to the 457(b) Deferred Compensation, up to a total of 5%, the County will provide a corresponding percentage match into a 401(a) plan for the pay period.
- **Life Insurance** – \$50,000 in life insurance coverage for the employee and \$2,000 for all eligible dependents. Employees have the option to purchase up to \$1,000,000 in additional life insurance coverage.
- **Holidays** – 14.5 paid holidays per year.
- **Vacation** – Two to five weeks (based upon length of service) of paid vacation.
- **Sick Leave** – 15 days per year.
- **Management Leave** – Up to 80 hours of non-cashable management leave annually. Unused hours expire at the end of the calendar year.
- **Flexible Spending Accounts** – Employees may set aside funds on a pre-tax basis to pay for eligible medical and/or dependent care expenses.
- **Other Benefits** – The County contributes into a Retiree Health Savings Plan. After 10 years of County service, employees are eligible for 4% longevity pay.

## HOW TO APPLY

To be considered for this incredible opportunity, applicants must complete and submit an online County of Sacramento employment application and supplemental questionnaire via the County's job site, at **[www.saccountyjobs.net](http://www.saccountyjobs.net)**.

**For immediate consideration for this excellent opportunity, please submit your application by September 1, 2025. The final cut-off date is October 6, 2025 at 5:00 p.m. Please refer to the job announcement for additional filing dates.**



Following the establishment of the eligible list, as vacancies become available the most qualified candidates will be invited to participate in the interview and selection process. If you have questions and for additional information about this position, please contact the Recruitment and Talent Acquisition Team at [DPS-Recruitment@saccounty.gov](mailto:DPS-Recruitment@saccounty.gov).

*Sacramento County is about enriching communities to thrive. We strive to create inclusive workplaces that reflect the communities we serve. We value and celebrate the unique perspectives, backgrounds, abilities, and diverse dimensions of our employees and residents. Through transparency, courage, innovation, and trust we are committed to advance equity and transformational change.*

*We are a proud equal opportunity employer. If you need assistance or an accommodation due to a disability for any phase of the hiring process, please contact our Disability Compliance Office at [dco@saccounty.gov](mailto:dco@saccounty.gov) or 916-874-7642, CA Relay 711.*