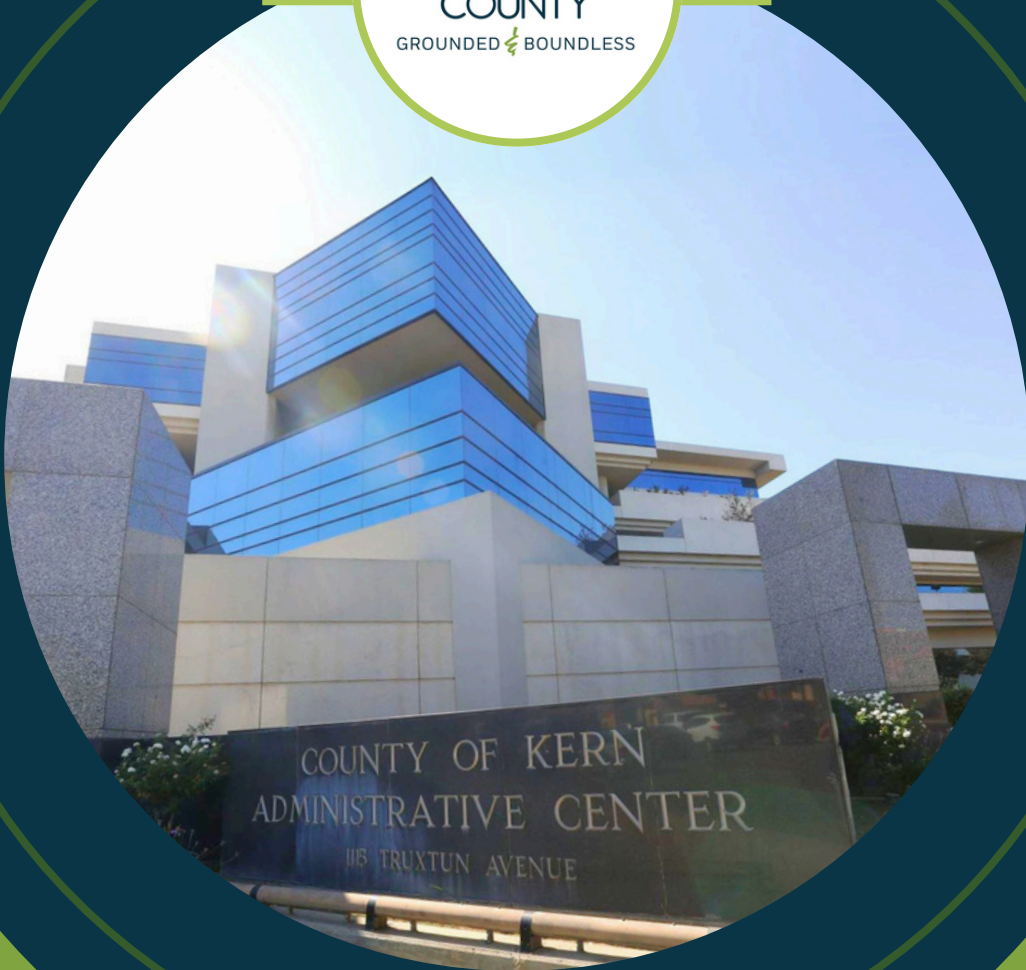


CHIEF GENERAL SERVICES OFFICER

COUNTY ADMINISTRATIVE OFFICE

\$171,402 - \$204,841





KERN COUNTY

Kern County is the third largest county in California geographically with beautiful mountains, valley, and deserts. As one of the most affordable regions in California, Kern County is an ideal place to both live and raise a family. Kern County is the nation's leader in agriculture production and is the energy capital of California. Our region's economy is diversified with tourism, transportation, logistics, advanced manufacturing, aerospace and defense, energy and natural resources, health care services, and a growing technology sector.

Kern County is focused on three strategic goals:

- Enhancing the quality of life for our residents.
- Becoming a model of excellence in how we manage our business and workforce.
- Developing and growing a thriving, resilient regional economy.

We will achieve this by investing where it benefits our community most, delivering sustained value in programs and services, strengthening our fiscal outlook, preparing for the future, developing our workforce, delivering smart change, developing strong public and private partnerships, and diversifying our tax base.



THE POSITION

The Chief General Services Officer manages and oversees the Division of General Services within the County Administrative Office, and is appointed by and serves at the pleasure of the Chief Administrative Officer. This position is a key member of the County Administrative Office's Executive team. Under direction of the Chief Administrative Officer and the Assistant County Administrative Officer, this position is responsible for planning, organizing, directing, and managing the Division of General Services providing internal support to facilitate the effective delivery of County services. This position is exempt from overtime eligibility and the Civil Service System of Kern County. The duties and responsibilities include:

- Assists the Chief Administrative Officer and/or Assistant Chief Administrative Officer in the execution, coordination, and implementation of policies and directives of the Board of Supervisors.
- Coordinates the functions and services of the Division of General Services pertaining to internal organization, management, and facilities of County offices, departments, and agencies.
- Performs studies, and analyses, and confers with County officials to determine and implement efficient methods of providing support to County departments.
- Confers with and advises County department heads and the Chief Administrative Office staff on organizational matters, policies, budgets and administrative procedures.
- Supervises the preparation of analytical studies pertaining to organizational structures, systems procedures, policies, practices and techniques.
- Participates in emergency planning through the Emergency Council and in activation of the County Emergency Operations Center.
- Facilitates contractual arrangements for the delivery of various services to the County, and manages the administration of contracts.
- Confers with vendors and technical consultants, and negotiates acquisition of products and services.
- Represents the County by speaking with public groups



OUR DEPARTMENT

The General Services Division of the County Administrative Office provides support to County departments and includes the following operational areas:

- Facilities Maintenance and Custodial Services
- Construction Services
- Communications
- Fleet Services
- Mail Services
- Property Management
- Parks
- Purchasing

The General Services Division budget for Fiscal Year 2024-25 includes 156 authorized permanent positions in addition to 27 positions in the Construction Services Division. The talented and dedicated staff support a mission to provide responsive, customer-focused services.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration or closely related field

AND

A minimum of five years management experience in government or business requiring the ability to plan, evaluate, administer and manage a variety of responsibilities or operations. A Master's or post-graduate degree is desirable, and will substitute for required experience.

COMPENSATION AND BENEFITS



- The salary range for the position, depending on experience, is \$171,402 - \$204,841 annually (includes 10% management pay)
- 401(a) defined benefit retirement plan
- 457(b) deferred compensation plan with up to 6% employer match
- Generous health insurance and voluntary benefits
- Employer paid \$400,000 life insurance coverage
- Generous vacation and sick leave accruals
- Alternate life and disability insurance plans available



How to Apply

If you are interested in this opportunity, please submit your cover letter and resume to WiebeJ@KernCounty.com by April 11, 2025. Priority consideration will be given to candidates that submit their application materials by March 28, 2025.

To be considered for this position, please include the following in your resume and/or cover letter:

- Details of your administrative and management experience
- Scope of responsibility
- Number and level of staff managed
- Education, relevant certificates/licenses, and additional training
- Three (3) professional references