



COUNTY *of* VENTURA

*Invites applicants for*

# AGENCY DIRECTOR OF FACILITIES MANAGEMENT

VENTURA COUNTY, CA



**ANNUAL COMPENSATION PACKAGE UP TO \$197,068 WITH ADDITIONAL BENEFITS**

**\*COMPENSATION INCLUDES BASE SALARY, MAXIMUM EDUCATIONAL INCENTIVE, 401K MATCH, AND ANNUAL LEAVE REDEMPTION**



# The Opportunity

The County of Ventura is recruiting nationally for a highly experienced, executive leader in facilities management who is innovative, visionary, and a collaborative partner amongst all agencies and departments within the County.

Under general administrative direction of the Director of the General Services Agency, the Agency Director of Facilities Management is responsible for the executive leadership and administration of the General Services Agency's Facilities and Materials Department for the County of Ventura which is diverse and encompasses a myriad of services and programs including preventive and corrective facility maintenance, infrastructure upgrades, construction project management, utilities, energy conservation, waste stream management, sustainability efforts; and facilities contracts oversight. This position supports an agency culture that adheres to the highest ethical standards, promotes employee morale and acts in concert with the mission, vision and values of GSA and the County of Ventura.

Agency Director of Facilities Management is an at-will classification and is exempt from the provisions of the Civil Service Ordinance.



## The County of Ventura

Ventura County is located on California's "Gold Coast," approximately 35 miles northwest of Los Angeles and 20 miles southeast of Santa Barbara. Residents enjoy rolling hills and sweeping ocean views in a nearly perfect Mediterranean climate with an average annual temperature of 74.2 degrees. The beauty and weather combined with a wonderful quality of life are among the many reasons our residents choose to call Ventura County "home."

Ventura is a "general law" county, governed by a five-member, elected-by-district Board of Supervisors. The Supervisors appoint a County Executive Officer (CEO) to oversee the County budget, day-to-day operations, as well as to advise, assist and act as an agent for the Board of Supervisors in all matters under the Board's jurisdiction.

County operations have an operating budget of approximately \$2.55 billion with a staffing allocation of approximately 9,850. The County has excellent financial standing with its AAA rating, the highest possible long-term bond rating, from Moody's and Standard & Poor's. The County excels in its financial and business operations which are based in continuous process improvement.

## The General Services Agency

The General Services Agency is one of approximately two dozen departments and agencies in the County of Ventura. Our primary role is providing support and services to other County Agencies in support of their mission success. Our dedicated Agency staff of 300 is organized into four departments: Facilities and Materials, Fleet Services, Administrative Support and County Parks. We have an annual budget of \$162.4 Million. We operate through internal services funds for the Facilities and Materials, Fleet Services and Administrative Support Services and an enterprise fund for the Parks Department. We maintain over 110 buildings with 3.1 million square feet of space in cities across the County. We maintain a fleet of approximately 2,000 vehicles and heavy equipment and operate 3 distinct garages for vehicle maintenance and repair. GSA provides procurement services to all County agencies and departments and last year procured over \$460 million in goods and services for our county customers. GSA Parks Department manages the County Parks system that includes 15 regional facilities for camping and day use with over 5,300 acres of parkland and 458 campsites.





## POSITION RESPONSIBILITIES

The Agency Director of Facilities Management is responsible for planning, organizing, and leading four (4) upper management level direct reports responsible for six (6) divisions consisting of 143 employees which include Maintenance/Facilities, Housekeeping/Grounds, GSA Projects, and Securities/Special Services. This position serves as the representative of the General Services Agency Director in his absence and in contacts with all executive leadership from various County departments. The Agency Director of Facilities Management is responsible for the preparation and management of the Facilities and Materials operating budget of \$78 million including establishing service rates and fees, leading operational managers in establishing operational goals and plans to accomplish established goals, substantially developing and monitoring implementation of the County and Agency Strategic Plan goals and objectives and making a concerted effort to continually explore process improvement opportunities to enhance overall operational efficiencies. Additionally, this position is responsible for conducting formal presentations to the Board of Supervisors, advisory boards and commissions, and the public as required.

## IDEAL CANDIDATE

The ideal candidate will have a Bachelor's degree in an Engineering discipline and extensive experience in a leadership/management position within a complex facility or campus that provides a myriad of services including preventative maintenance, infrastructure upgrades, construction project management, utilities, energy conservation and sustainability efforts. Ideally this person will have experience managing housekeeping, grounds/landscaping, and security operations as well. Ingenuity, creative problem solving, and strategic visionary leadership will be demonstrated traits of the ideal candidate.



## QUALIFICATIONS

Any combination of education, training and experience equivalent to a Bachelor's degree in an engineering discipline OR four (4) or more years of progressively responsible senior management experience within a large, complex facilities or campus environment which includes leadership and strategic expertise in facilities management.

### NECESSARY SPECIAL REQUIREMENTS

Must have demonstrated experience with the following:

- Two (2) years of direct experience supervising, leading, mentoring and performance management of managers and senior professionals;
- Developing and managing multi-million dollar operational and maintenance budgets;
- Providing executive leadership and decision making on facilities contracts including troubleshooting and customer service resolution;
- Making presentations before community groups and public agency governing boards.

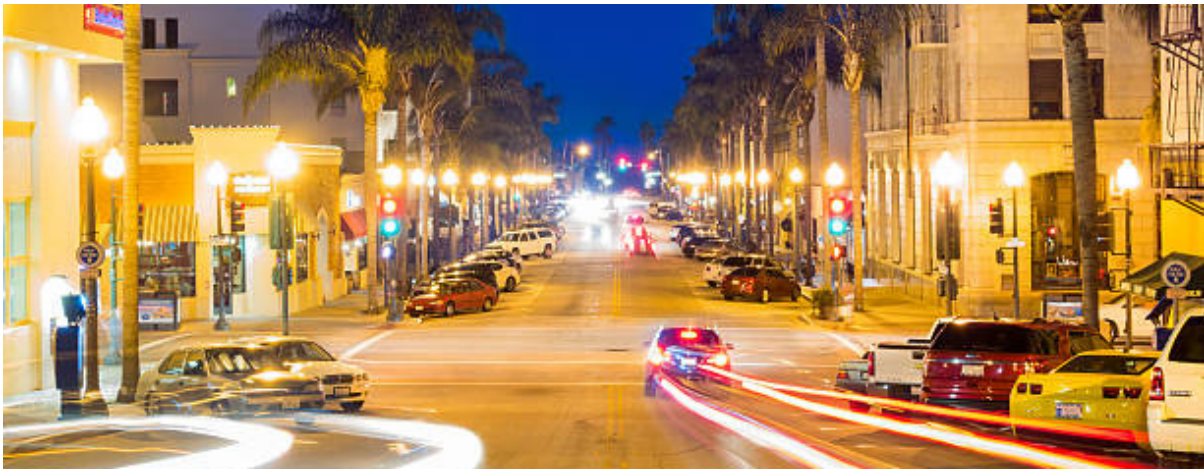
### DESIRED

- Bachelor or Graduate degree in an engineering discipline; Master of Business Administration or Public Administration;
- Extensive management/leadership experience leading a diverse staff of facility-related disciplines within a large facility or campus environment
- Significant experience developing and implementing strategic long-range maintenance programs;
- Experience with process improvement initiatives and programs such as Lean Six Sigma;
- Registration as a Professional Engineer

# COMPENSATION AND BENEFITS

The County of Ventura offers an attractive compensation and benefits package. Aside from the base salary of approximately \$124,770 to \$174,696 an employee within this position will also be eligible for the following:

- **New Hire Incentive (Mgmt Resolution Sec. 625)** – Upon agency head recommendation and with the approval of the CEO or his/her designee, an employee who is newly hired may receive a one-time New Hire Incentive of up to ten percent (10%) of the newly hired employee's current annual base wage.
- **General Salary Increase (GSI)** – This classification will receive a GSI of 2% on 12/26/2021.
- **Educational Incentive** - An educational incentive of 2.5% for completion of an associate's degree, 3.5% for completion of a bachelor's degree, OR 5% for completion of a graduate's degree.
- **Executive Administrative Leave** - The candidate selected for this position will earn 248 hours per year, increasing to 288 hours after 5 years of service, to 328 hours after 10 years of service, and to 368 hours after 15 years of service or other public service. \*Credit for prior public service may be considered (County of Ventura Management Resolution, Section 616A)
- **Annual Leave Redemption** - The ability to "cash in" or redeem up to 100 hours of Annual Leave per year after using 80 hours.
- **Deferred Compensation** - Eligible to participate in the County's 401(k) Shared Savings Plan and/or the Section 457 Plan. This position is eligible for up to a 3% match on your 401(k) contributions.
- **Health Plans** – You are afforded a flexible credit allowance of up to \$19,612 annually for purchasing medical, dental, and/or vision insurance from a group of authorized plans.
- **Pension Plan** - Both the County and you contribute to the County's Retirement Plan and to Social Security. If you are eligible, you may establish reciprocity with other public retirement systems such as PERS.
- **Holidays** - 11 paid days per year which includes a scheduled floating holiday.
- **Other Benefits include-** Professional Memberships, Disability Plans, Employee Assistance Program, Life Insurance, Tuition Reimbursement, Benefit Reimbursement Program and a Wellness Program.



## APPLICATION PROCESS

To apply for this exceptional career opportunity, please submit a resume and cover letter which demonstrates your progressively responsible senior management experience within a large, complex facilities or campus environment which includes leadership and strategic expertise, supervision of managers/senior professionals, managing a multi-million dollar operational budget, making presentations to boards/committees/executives, and providing oversight on facilities contracts.

Submit in one of the following ways:

- E-mail to: [Monika.Maine@ventura.org](mailto:Monika.Maine@ventura.org)
- Submit an on-line application with attachments (resume and cover letter) at [www.ventura.org/jobs](http://www.ventura.org/jobs).

Resumes and cover letters will be screened based on the criteria outlined in this brochure.

First review of the resumes is anticipated to be December 6, 2021 and on a weekly basis thereafter. This is a continuous recruitment and may close at any time. If interested, apply as soon as possible to be included in an early review. Candidates whose experience and skillset most closely match the requirements of the position will be invited to a selection interview which may be consolidated into one process or expanded into multiple interviews. Contact Monika Maine at (805) 654-2629 or [Monika.Maine@ventura.org](mailto:Monika.Maine@ventura.org) for additional information.