



The County of San Bernardino

invites applications for the position of **Assistant Director of Facilities Management**

\$82,160 to \$105,144 per annum plus excellent benefits

Open until sufficient applications are received—Apply ASAP

The Position

The Real Estate Services Department is recruiting for an Assistant Director to manage the County's Facilities Management services. This position is responsible for the oversight of County building maintenance, custodial services, and grounds caretaking, as well as utilities management, usage and energy conservation programs.

This position is in the Unclassified Service and serves at the pleasure of the Director of the Real Estate Services Department.

The Department

Facilities Management includes four divisions responsible for servicing over 2.8 million square feet of County owned buildings. The Custodial Division provides custodial services through in-house staff and contracts. It is responsible for pest control services, window washing, and carpet cleaning, as well as routine and emergency general custodial services. The Grounds Division is responsible for administering weed abatement, indoor/outdoor plant and landscape maintenance, indoor/outdoor water fountain cleaning, and power sweeping of parking lots. The primary function of the Maintenance Division is to provide building maintenance and repair; operate boiler plants, perform routine maintenance, and respond to emergency building issues 24 hours per day, 7 days per week. The Utilities Division administers the County's utilities budget, explores opportunities for reductions in consumption, and manages the County's energy efficiency initiatives. Facilities Management's focus is on asset protection; using data and support systems, it maintains the County's facilities and equipment, preserves a high level of functionality, supports sustainability projects, and promotes responsible and efficient use of resources.

Desired Qualifications

The ideal background consists of a combination of education and experience commensurate with the responsibilities of this position. Education should include at least a Bachelor's Degree in business/public administration, engineering, architecture, project management, or other relevant field. Experience should include at least four years of administrative or management experience in a complex organization, including business management, budget administration, supervision, and personnel management.

The ideal candidate will be an effective leader, planner and administrator, with strong customer service and communication skills and a proven track record of achievement in the field of facilities management, especially with multiple building locations.

In addition, this person must be a results-oriented manager, able to lead by example; be an efficient problem solver; be able to function within established financial parameters and effectively utilize resources; be able to manage a large (100+) diverse staff; be able to develop, implement, and manage business systems and software applications; create a positive organizational environment; and embrace and effectively implement new ideas.

Application and Selection Process

To be considered for this exciting career opportunity, please submit a completed County application or a detailed résumé, along with the required Supplemental Questionnaire. The most highly qualified applicants will be invited to continue in the process which will include an assessment of skills, as well as an interview.

Applications will be accepted and processed continuously, until a sufficient number of qualified applications have been received. Please apply as soon as possible to ensure consideration for this position.

Detailed résumés and responses to the Supplemental Questionnaire may be emailed to: ExecRecruit@hr.sbcounty.gov.

Applicants are encouraged to apply online at: www.sbcounty.gov/hr.

Assistant Director of Facilities Management

County of San Bernardino

Salary and Benefits

\$82,160 to \$105,144 per annum

Plus Excellent Benefits Package

The County of San Bernardino offers a generous benefits package, named among the best available.

Benefits offered include:

- ◆ 14 Paid Holidays ◆ 10 Days Paid Administrative Leave
- ◆ Up to Four Weeks Paid Vacation with Unlimited Accrual
- ◆ 96 hours of Annual Sick Leave with Unlimited Accrual
- ◆ 401(k) with County Contribution of 2 Times Employee Contribution up to 4% of Base Pay
 - ◆ Generous Retirement Plan ◆ 457 Deferred Compensation Plan
- ◆ County Provides 7% of Base Salary Plus \$304/Month Toward Employee Retirement Contribution
 - ◆ \$230 Bi-Weekly Benefit Plan for Health, Dental, AD&D and Voluntary Life Insurance
 - ◆ Medical Premium Subsidy for Employee +one or more coverage
 - ◆ Paid Vision Insurance with Dependent Coverage
 - ◆ Paid Long & Short Term Disability Insurance ◆ \$50,000 Term Life Insurance
- ◆ Variable Universal Life Insurance Policy-County pays 25% Toward Premium of One-Time Annual Salary
 - ◆ Retirement Medical Trust Plan (VEBA)
 - ◆ Voluntary Dependent Care Assistant Plan (DCAP)
- ◆ Medical Expense Reimbursement Plan (FSA) with County Match up to \$40 per pay period
 - ◆ \$1,000 Tuition or Membership Reimbursement
 - ◆ Relocation Assistance



The Human Resources Department is committed to providing effective customer service to all departments, employees, and constituents of the County of San Bernardino, through the timely delivery of innovative, quality human resources systems, programs, and services.

OUR GOAL IS TO MAKE SAN BERNARDINO COUNTY YOUR EMPLOYER OF CHOICE!

San Bernardino County



Located in the heart of Southern California, the County of San Bernardino is the largest county in the contiguous United States. Its vast borders stretch from the greater Los Angeles area to the Nevada border and the Colorado River encompassing a total area of 20,160 square miles. Comprised of 24 cities, with over 2 million residents. Its assets include numerous colleges and universities supporting a strong, diverse workforce along with an unparalleled collection of highways, runways and railways that lead to regional, national and international business centers. The County also benefits from natural assets such as acclaimed mountain resorts, local, regional and national parks and western rivers.

Contact Information

For further information contact:

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**County of San Bernardino
Human Resources**

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Exempt-Unclassified
10-04281-01

Issued Date: 08/07/10

EEO/ADA Compliant Employer

Assistant Director of Facilities Management

County of San Bernardino

Supplemental Questionnaire

It is the applicant's responsibility to ensure that the application or résumé, as submitted, is complete and sufficiently detailed to determine qualifications. The application materials must also include written responses to the supplemental questions below— a résumé is not an acceptable substitute for completing this questionnaire. It is to your advantage to provide complete and thorough responses to each area. Only the highest rated candidates will receive further consideration.

Please submit your answers on a separate sheet of paper or apply online at www.sbcounty.gov/hr.

Describe in detail, but as concisely as possible, your experience in each of the following areas. Include names of employers and dates of employment.

1. **Describe your experience in managing building custodial services, grounds upkeep, and building maintenance activities. Include the number of personnel you supervised, and your role and responsibilities in ensuring on-going, efficient and timely completion of daily duties in the areas above.**
2. **Describe your experience in overseeing capital improvements, building modifications and equipment repairs. Include your role, responsibilities, and accomplishments.**
3. **Describe your experience in direct supervision of line staff, as well as through subordinate supervisors. Include the titles and number of employees supervised, as well as your specific supervision duties (i.e., work performance evaluations, hiring decisions, disciplinary actions and decisions, terminations, scheduling, etc.).**
4. **Describe your experience in developing, overseeing, approving, and administering budgets. Include your role, level of responsibility, and the amount of the budget for which you were responsible.**
5. **Describe your knowledge and experience in business systems and software applications. Include any experience related to inventories and life-cycle systems of facilities.**
6. **Describe your experience in project management related to major office building construction and remodeling. Include the scope of your oversight, contractors involved, and handling of deadlines.**