

THE COMPENSATION & BENEFITS

Annual Salary: \$139,201.51 - \$210,692.88

The appointee will receive an annual salary, commensurate with qualifications and earning history, as well as an excellent program of benefits that allows employees to choose the benefits that meet their specific needs.

The package includes:

- ◆ **Cafeteria Benefit Plan** - the Megaflex Benefits plan is a cafeteria plan through which benefits may be purchased using tax-free County contribution of an additional 14.5% - 17% of the employee's monthly salary.
- ◆ **Flexible Spending Accounts** - Employees may contribute up to \$200 per month tax-free to a Health Care Spending Account and \$400 per month tax-free to a Dependent Care Spending Account. The County contributes \$75 per month to the Dependent Care Spending Account.
- ◆ **Retirement plan** - a contributory defined benefit plan.
- ◆ **Savings Plan (401K)** - Optional tax-deferred income plans that may include a County matching contribution up to 4% of employee's salary.
- ◆ **Deferred Compensation Plan (457)** - Optional tax-deferred income plans that may include a County matching contribution up to 4% of employee's salary.
- ◆ **Holidays** - 12 paid days per year.

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Department of Human Resources
County of Los Angeles

HOW TO APPLY

Please go to: <http://bit.ly/2j60li3>
to create an online profile and submit your application, cover letter, resume, record of accomplishments, degree verification, salary verification, and three professional references.

An online Work Styles Assessment will be required for the most qualified candidates.

For confidential inquiries, please contact:

LaTanya L. Hill
Department of Human Resources
Talent Acquisition Division
(213) 974-2461
lhill@hr.lacounty.gov



Los Angeles County
Internal Services Department
invites resumes for:

GENERAL MANAGER, FACILITIES OPERATIONS SERVICE
(Administrative Manager XV, ISD – UC)

January 13, 2017 until the position is filled



To enrich lives through effective & caring service





ISD values its ability to anticipate the service needs of its clients and ensure that each service provided exceeds expectations.

This expertise is achieved by talented individuals working together as a team to innovatively create value while still providing environmental leadership.



THE COUNTY

The County of Los Angeles, listed on Forbes America's Best Employers list for 2016, has a demographically and geographically diverse population of more than 10 million residents. As the largest employer in Southern California with over 100,000 employees in 36 departments, the County provides vital and wide-ranging public services to its citizens.

THE INTERNAL SERVICES DEPARTMENT

The Internal Services Department (ISD) supports the County by providing numerous in-house contracted and advisory services in facilities, information technology, purchasing and contracts, administration and finance, and sustainability, conservation and energy efficiency programs.

The current departmental operating budget is \$515 million and includes a telephone utilities budget of \$85 million, a \$238 million utilities budget and 2177 budgeted positions.

THE GENERAL MANAGER, FACILITIES OPERATIONS SERVICE

The General Manager, Facilities Operations Service (FOS) is an unclassified position and works under direction of the Department Head. The position has administrative oversight of 506 positions and directs, through subordinate managers, the activities of the FOS with particular responsibility for: building maintenance and repair services for over 200 County facilities/campuses consisting of approximately 13.5 million square feet of space; craft services responsible for performing minor or major alterations and improvements to County structures through in-house labor or job order contracting; and custodial and grounds maintenance that include landscaping design services for over 300 County facilities consisting of approximately 20 million square feet.

The incumbent of the position must have comprehensive knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques and customer service, including processes for providing customer needs assessments, quality assurance plans, and evaluation of customer satisfaction.

THE IDEAL CANDIDATE

The ideal candidate for this position will have strong management, and leadership skills, specifically in operations and building maintenance. The candidate will also be able to effectively collaborate with internal divisional staff, as well as external departmental staff in order to ensure high quality, timely, and competitively priced service. Finally, the ideal candidate will have a track record of implementing strategies that improve the effectiveness and efficiencies of an organization, including professional development and mentorship.

THE QUALIFICATIONS

A Bachelor's Degree in Architecture, Civil Engineering, Public Administration, Business Administration or a closely related field and five years of senior management experience in Facilities or Property Management or a closely related field.

License: A valid California Class "C" Driver's License or the ability to utilize an alternative method of transportation to carry out job-related essential functions.

DESIRABLE QUALIFICATIONS

Preference will be given to candidates who also possess the following:

- ◆ Experience supporting client departments in all facets of facilities management including relocation, construction projects and leasing.
- ◆ Management experience with all aspects of project development from design to construction and leasing.
- ◆ Experience managing a large unionized workforce in a cost competitive environment.
- ◆ Experience managing a large and complex operating budget to provide building crafts and/or facilities management services to clients including the ability to maintain and track expenditures.
- ◆ Experience developing and administering a quality assurance program in a medium to large organization focusing on proactive improvement of services and service delivery through the use of key performance indicators or other measurement tools.
- ◆ Demonstrated experience developing and implementing business and marketing plans that are consistent with the overall goals and objectives of the organization.
- ◆ Experience in the preparation and execution of strategic plans.
- ◆ Demonstrated knowledge and skills required to work effectively with public officials, representatives of industry and private contractors.
- ◆ Professional licenses or certification such as American Institute of Architects, Certified Facility Manager, Professional Engineer, etc.
- ◆ Creative thinking and problem solving skills.
- ◆ Knowledge and demonstrated commitment to customer satisfaction and responsiveness.

