



Compensation and Benefits

Compensation: \$189,619 - 287,001 annually. Starting annual salary will be dependent on qualifications, and career accomplishments. This unclassified position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP), and is compensated at MAPP Range 19.

Benefits: The County of Los Angeles provides an excellent benefits package that allows employees to choose benefits that meet their specific needs. The package includes:

- **Retirement Plan** – The successful candidate will participate in a contributory defined benefit plan.
- **Cafeteria Benefit Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% of the employee's monthly salary.
- **Flexible Spending Account** – Optional employee tax-free health care spending account.
- **Savings Plan (401k)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Holidays** – 12 paid days per year.

HOW TO APPLY

This unclassified position will be open from February 20, 2018, until filled. Qualified candidates are encouraged to apply by March 6, 2018 for first consideration.

Please go to: <http://bit.ly/2sHfzo2> to create an online profile and submit your application, cover letter, resume, degree verification, and three professional references.

For confidential inquiries, please contact:

Karine Shirinian

Department of Human Resources
Talent Acquisition Division
Telephone (213) 974-1528
Email: kshirinian@hr.lacounty.gov

Alice Ting

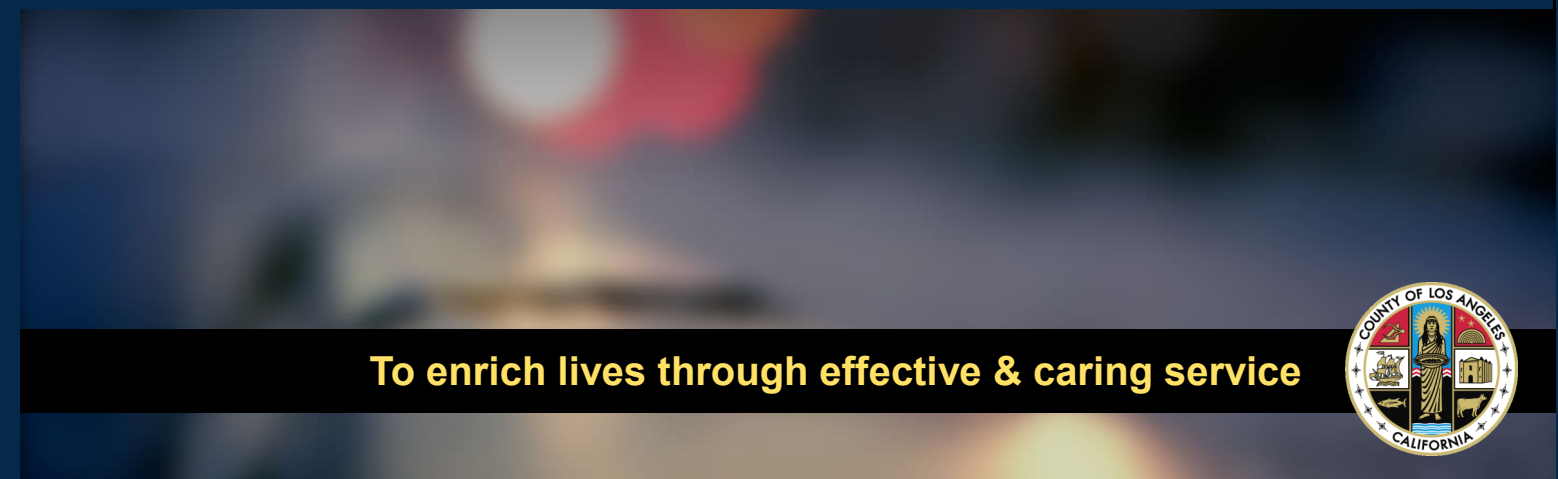
Department of Human Resources
Talent Acquisition Division
Telephone (213) 974-8406
Email: ating@hr.lacounty.gov



The County of Los Angeles
invites resumes for:

**CHIEF DEPUTY DIRECTOR
INTERNAL SERVICES DEPARTMENT (UNCLASSIFIED)**

Filing Period– February 20, 2018 until filled



To enrich lives through effective & caring service





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 the following areas:

Facilities Operations Service (FOS) provides building management and repair services, custodial and landscape services for approximately 200 facilities.

Information Technology Service (ITS) plans, develops, operates and maintains computer applications, systems and networks, and telecommunications systems. ITS also operates and manages the County Data Center.

Purchasing and Contracts Services (P&CS) acts as both an integrator and facilitator in providing purchasing, contract development, processing and monitoring, equipment maintenance, mail, parking, reprographic and fleet maintenance services. ISD is formally designated as the official Purchasing Agent for Los Angeles County.

Energy & Environmental Service (EES) includes energy management and environmental initiatives divisions that provide program development and implementation related services to County Departments and to the Los Angeles Region, and serves as the lead agency for implementation of the County’s Energy and Environmental Policy.

Administration and Finance Service (AFS) provides administrative support to ISD in the areas of human resources, budget, finance, and executive management services including department workplace programs, security and emergency management.

THE CHIEF DEPUTY DIRECTOR

The Chief Deputy Director, Internal Services Department, acts as assistant head of ISD. This unclassified position is distinguished by its executive and administrative responsibility for assisting the Director of the Internal Services Department in planning, evaluating, and coordinating the operations of the five major services that comprise the ISD, and establishing and maintaining effective relationships with County departments, interested public, private, and other organized groups, and representatives of the media.

THE IDEAL CANDIDATE

The ideal candidate will be an executive with proven leadership skills and experience working in a complex and dynamic environment. This individual must demonstrate integrity and accountability, and practice sound ethical management and decision-making. He or she must have the ability to influence, motivate, and challenge people to implement strategies, achieve objectives and demonstrate core values.

The ideal candidate will also be an individual who is politically astute, with superior interpersonal and communication skills.

THE QUALIFICATIONS

A Bachelor’s Degree in a field related to the five major lines of business — AND—Five years executive management experience managing one or more major services areas, such as information technology, purchasing and contracts, facility maintenance and operations, finance and administration, or energy management in a public sector agency. Necessary experience includes responsibility for one or more of the following: strategic planning, policy and program development, budget, fiscal and human resources functions - OR - Two years’ experience in managing the administration of one of the five major services within ISD.

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.

THE IDEAL CANDIDATE WILL REPORT TO AND COLLABORATE WITH THE INTERNAL SERVICES DEPARTMENT DIRECTOR ON:

- Developing and implementing a data fluency program for the purpose of identifying performance metrics and related data analytics.
- Demonstrating knowledge of customer service principles and practices, and a proven track record of implementation of effective customer service programs.
- Promoting and managing change in a complex organization and proficiency in adapting to changes and new trends.
- Serving on the Executive Management team of a public sector organization comprised of at least a thousand employees and at least \$100 million budget.
- Managing energy utilization, acquisition and efficiency programs to include cogeneration plant operations.
- Overseeing facility management services, including cleaning, maintenance, and construction or capital planning.
- Managing large and complex telecommunication systems, including voice, data, radio, and other wireless applications.
- Managing large-scale information technology business processes.
- Developing and implementing strategic and tactical plans to achieve short-term business plans and long-term strategic objectives.
- Effectively analyzing financial data, monitoring expenditures, establishing internal financial controls, identifying cost-effective solutions, meeting established fiscal policies, and conducting operations within budget requirements.
- Applying standard cost accounting principles for internal support services, as well as familiarity with a wide range of financial billing models to include competitive private sector accounting and billing models for central support services.
- Experience with the laws and principles in government purchasing and contracting, including the development of strategies to reduce costs and improve the efficiency of the contracting process.
- Exemplifying knowledge of State and federal claiming regulations and application in establishing competitive rates for services.
- Demonstrating strong leadership skills through the ability to influence, motivate and challenge people to implement strategies, achieve objectives, and demonstrate core values.
- A Juris Doctorate or Master’s Degree in Business or Public Administration or a closely related field.

EXAMPLE OF DUTIES

- Assists the Director in the development of strategies, policies, and programs in conjunction with the Board of Supervisors, the Chief Executive Office, and other County department executives to achieve County strategic objectives.
- Develops, recommends and implements management concepts, objectives, policies, projects, and systems for carrying out the work of the department, and may assume immediate direction of a major service as the need occurs.
- Confers with the Board of Supervisors, the Chief Executive Officer, and their designees to discuss issues, coordinate activities, and resolve problems.
- Analyzes, evaluates and reviews the work of subordinate staff.
- Establishes and maintains effective working relationships with other County departments, government agencies, regulatory commissions, private agencies, the vendor community, and the public.
- Creates an organizational culture that values diversity, recognizes and rewards reasonable risk taking, and encourages creative thinking and innovation.
- Acts for the Director in his or her absence, including appearing before the Board of Supervisors.

