COMPENSATION & BENEFITS

Annual Salary: $208,573.08—$315,692.16

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:

- Retirement plan - a contributory defined benefit plan
- Cafeteria Benefit Plan
- Flexible Spending Accounts
- Savings Plan (401K)
- Deferred Compensation Plan (457)
- Holidays - 11 paid days per year
- Transportation Allowance - $559 monthly
- Split Dollar Insurance

HOW TO APPLY

This position will be open from **March 31, 2016**, until filled. Qualified candidates are encouraged to apply early for optimal consideration.

Please go to: http://bit.ly/1SpV1AT in order to submit your application, cover letter, resume, record of accomplishments, verification of degrees, current salary, and three professional references.

For confidential inquiries, please contact:

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

DIRECTOR INTERNAL SERVICES DEPARTMENT

County Of Los Angeles

To enrich lives through effective & caring service.

Groundbreaking work. A rewarding career.

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 as one of America's Best Employers 2015 by Forbes, has a demographically and geographically diverse population of more than 10 million residents. As the largest employer in Southern California, the County's 100,000 employees working in 35 Departments provide vital and wide-ranging public services.

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, administrative and finance services, and the County Office of Sustainability. Recent and current successes demonstrate the scope and quality of ISD objectives.

With a Spring 2017 completion date, ISD is consolidating and replacing 45 County data centers, and bringing them all under one roof. ISD maintains essential legacy computing systems on behalf of County departments and the courts, has driven migration to cloud-based services, and is upgrading the wide area network to meet the County's needs.

ISD is also at the forefront of a Countywide effort to create more sustainable use of resources across the County. The Department works with the Treasurer and Tax Collector and property owners to enhance home energy and water conservation through property tax relief. ISD is also responsible for leading efforts resulting in reductions in water consumption, electricity, natural gas, and fossil fuels by County agencies.

Additionally, the Department is developing, with the Chief Executive Office, a new asset management branch to enhance leasing of County real estate.

ISD is also improving maintenance of County facilities to prevent deterioration.

THE IDEAL CANDIDATE

The ideal candidate will be a proven leader with experience working in a complex and dynamic general services or purchasing environment. This individual must demonstrate integrity and accountability with sound and ethical management and decision-making skills. He or she must have the ability to influence, motivate and challenge people to implement strategies, achieve objectives and demonstrate core values. The individual selected will be politically astute, with excellent interpersonal and communication skills, both oral and written.

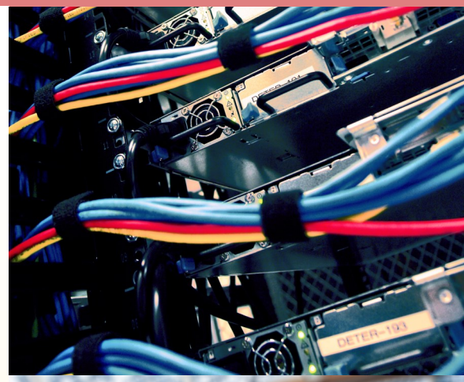
QUALIFICATIONS

The individual selected must be experienced in managing, or assisting in the management of, an agency or department within a public or private sector organization. Such management experience should include strategic and business planning, policy and program development, budget, fiscal, and personnel.

U.S. citizenship is required for this position.

DESIRABLE QUALIFICATIONS

- Experience with the laws and principles governing government purchasing and contracting, including the development of strategies to reduce costs and improve the efficiency of the purchasing and contracting process.
- Experience in managing large and complex telecommunications systems, including voice, data, radio, and other wireless applications.
- Experience in managing energy utilization, acquisition and efficiency programs to include cogeneration plant operations.
- Experience with facility management services including cleaning, maintenance and construction.
- Demonstrated strategic planning skills and the ability to develop and implement business and tactical plans to achieve short-term business goals and long-term strategic objectives.
- Experience in managing large-scale information technology business processes.
- Demonstrated ability to work effectively with the Board of Supervisors; ensuring the Board receives appropriate information, advice, and recommendations.
- Strong leadership skills as demonstrated by the ability to influence, motivate, and challenge people to implement strategies, achieve objectives, and demonstrate core values.
- Strong collaboration skills as demonstrated by the ability to develop networks, build alliances, engage in cross-functional activities, collaborate across organizational boundaries, and find common ground among a wide range of stakeholders.
- A Bachelor's degree or higher from an accredited college or university in a business related field or Public Administration.



The Internal Services Department develops and supports environmental and sustainability programs

LOS ANGELES COUNTY ISD INTERNAL SERVICES