

COUNTY of VENTURA

Invites applicants for

AGENCY DIRECTOR, FACILITIES MANAGEMENT



$144,523.96 - $202,353.35 ANNUALLY*

*MAY ALSO BE ELIGIBLE FOR ADDITIONAL EDUCATION INCENTIVE UP TO 5% OF BASE SALARY







The Opportunity

The County of Ventura is seeking a highly experienced executive leader in facilities management who is innovative, visionary, and able to collaborate effectively with all agencies and departments within the County.

Under general administrative direction of the Director of the General Services Agency (GSA), the Agency Director of Facilities Management is responsible for executive leadership and administration of GSA's Facilities and Materials Department. This includes overseeing a wide range of services such as preventive and corrective facility maintenance, infrastructure upgrades, construction project management, utilities, energy conservation, waste stream management, sustainability initiatives, facility services (housekeeping, grounds, security, and more), and facilities contracts. This position fosters a culture of high ethical standards, employee safety, and customer mission support, promotes employee morale, and aligns with the mission, vision, and values of GSA and the County of Ventura.

This position is an at-will classification and is exempt from the provisions of the Civil Service Ordinance.





Our County and Community

Ventura County offers an exceptional quality of life, perfectly balancing natural beauty and modern convenience. With its stunning coastline, rolling hills, and sweeping views of the Channel Islands, the area is a paradise for outdoor enthusiasts. Whether you're into hiking, surfing, or simply soaking in the panoramic vistas, there's no shortage of activities to enjoy. The Mediterranean climate is another major draw, with an average annual temperature of 74 degrees, ensuring year-round comfort for residents. Families will also appreciate the county's top-tier educational opportunities, with both highly-rated public schools and renowned private institutions. Ventura County blends small-town charm with easy access to big-city amenities, making it an ideal destination for those seeking a fulfilling, well-rounded lifestyle.

The Agency

The General Services Agency's primary mission is to provide essential services in support of County operations. With 300 staff positions, GSA is organized into five departments: Facilities and Materials, Fleet Services, Procurement, Administrative Support, and County Parks. The Agency has an annual budget of $203.7 million, operating through internal service funds for Facilities and Materials, Fleet Services, and Administrative Support, and an enterprise fund for Parks. GSA maintains over 110 buildings totaling 3.5 million square feet across the County, a fleet of 2,000 vehicles and heavy equipment, and three garages for vehicle maintenance. It also procured over $540 million in goods and services for County departments last year. The Parks Department manages the County parks system that includes 15 regional facilities, covering 5,300 acres with 458 campsites.



THE POSITION

The Agency Director of Facilities Management is responsible for planning, organizing, and leading four upper-management direct reports overseeing six divisions with 143 employees, including Maintenance/Facilities, Housekeeping/ Grounds, Energy Management, GSA Projects, and Security/Special Services. This position serves as the Agency Director's representative in their absence and in interactions with executive leadership from various County departments. The Director manages the $104 million Facilities and Materials operating budget, establishes service rates and fees, and leads operational managers in setting and achieving operational goals. The Director also plays a key role in developing and monitoring the implementation of the County and Agency Strategic Plan, continually seeking process improvements to enhance operational efficiency. Additionally, this position is responsible for delivering formal presentations to the Board of Supervisors, advisory boards, commissions, and the public as needed.

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 large, complex facilities or campus setting that provides a range of services, including preventive maintenance, infrastructure upgrades, construction project management, utilities, energy conservation, and sustainability efforts. Experience managing housekeeping, grounds/landscaping, and security operations is also preferred. The ideal candidate will demonstrate ingenuity, creative problem-solving, and strategic visionary leadership.

TYPICAL QUALIFICATIONS

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

NECESSARY SPECIAL REQUIREMENTS

Must have demonstrated experience with the following:

- Two (2) years of experience directly supervising, leading, mentoring, and managing the performance of managers and senior professionals.
- Developing and managing a multi-million-dollar operational and maintenance budget.
- Leading executive decision-making on facilities, maintenance operations, services, and contracts, including troubleshooting and resolving customer service concerns.
- Making presentations before community groups and/or governing boards.

DESIRED

- Graduate degree in an engineering discipline, business administration or public administration.
- Extensive experience in developing and implementing strategic, long-term 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.

In addition to an annual base salary of 144,523.96 - $202,353.35, this position will also be eligible for the following:

Educational Incentive: May be eligible for 2.5%, 3.5%, or 5%, based on completion of an associate, bachelor's, or graduate degree from an accredited institution not required for the position.

Pension Plan: Both the County and you contribute to the County's Retirement Plan. If you are eligible, you may establish reciprocity with other public retirement systems, such as PERS. For more information, visit: https://www.vcera.org/.

Health Plans: A flexible credit allowance of up to $25,558 annually for purchasing medical, dental, and/or vision insurance.

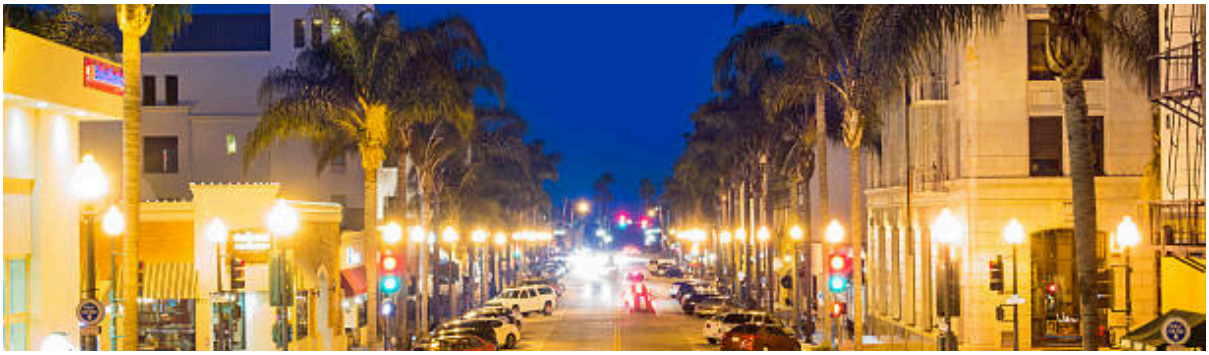
Flexible Spending Accounts: Increased spending power by reimbursing you with pre-taxed dollars for IRS approved dependent care and health care expenses.

Executive Annual Leave: Accrues at a rate of 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. *Credit for prior public service may be considered (Management Resolution, §616A)

Annual Leave Redemption: The ability to "cash in" or redeem up to 100 hours of annual leave per year after using 80 hours. (Management Resolution, §1205)

Holidays: 12 paid days per year, including 1 floating holiday to use at your discretion.

Deferred Compensation: If you participate in the County sponsored 401(k) plan, the County will match a part of your contribution up to 3%. Following five (5) years of continuous County service, an additional 2% non-elective contribution will be made to the 401(k) plan.



RECRUITMENT PROCESS

To apply for this exceptional opportunity, please send a resume and cover letter, which illustrates the following:

- Your progressively responsible senior management experience, directly supervising managers, within a large, complex facilities or campus environment.
- Your experience developing and managing a multi-million-dollar operational and maintenance budget.
- Your experience leading executive decision-making on facilities, maintenance operations, services and contracts.
- Your experience making presentations before community groups and/or governing boards.

Submit in one of the following ways:

- E-mail to Michelle.Antonetty@ventura.org
  or
- Submit an online application at www.ventura.org/jobs and attach your resume and cover letter.

First review date is February 17, 2025

Resumes and cover letters will be screened based on the criteria outlined in this brochure. Following an evaluation of resumes and cover letters, the most qualified candidates will be invited to a panel interview. The top candidates, as determined by the panel, will then be invited to a second/final interview. The interviews may be consolidated into one process or expanded into multiple interviews contingent upon the size and quality of the candidate pool.

For further information about this recruitment, please contact Michelle Antonetty by e-mail at michelle.antonetty@ventura.org or by telephone at (805) 477-7260.