

County of Santa Cruz

Invites you to apply for:

DEPUTY DIRECTOR, GENERAL SERVICES

LIVE Here **WORK** Here **PLAY** Here

Supplemental Questionnaire Required
Promotional Only

Salary: \$156,125 – 209,310 Annually

Closing Date: Monday, October 6, 2025

www.santacruzcountyjobs.com

THE POSITION:

The Deputy Director – General Services position offers an exciting opportunity for a dynamic and confident leader to live and work in beautiful Santa Cruz, California. Under general direction, the incumbent assists in the overall administration of the General Services Department and coordinates inter-divisional activities including administrative operations, budgeting, County wide purchasing services, fleet operations, and supply chain management oversight; and performs other duties as required.

SUMMARY OF QUALIFICATIONS:

Any combination of education and experience which would provide the required knowledge and abilities is qualifying, unless otherwise specified. A typical way to obtain the knowledge and abilities would be:

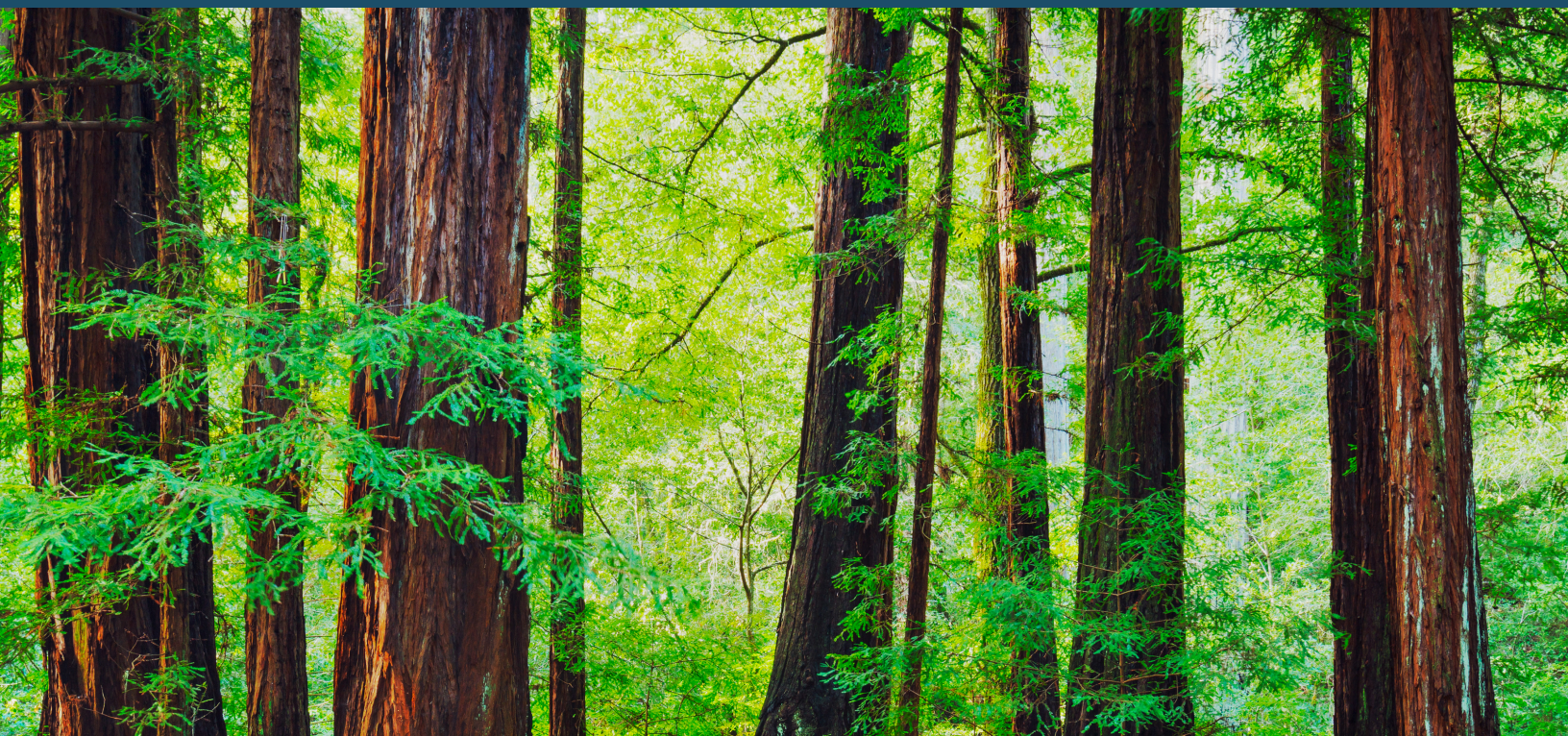
Administrative Services

Equivalent to graduation from college with a major in business administration, public administration, management, or other related field, **and** four (4) years of progressively responsible experience in a private or governmental agency with responsibilities in administration or financial analysis, including: systems, procedures, and program evaluation.

A master's degree is desirable and may be substituted for one (1) year of experience.

SPECIAL REQUIREMENTS:

Possess and maintain valid California Class C Driver License or provide suitable transportation which is approved by the appointing authority.





THE COMMUNITY:

Stunning Santa Cruz County has approximately 270,000 residents and is situated in the northern area of Monterey Bay, 70 miles south of San Francisco and 35 miles southwest of the Silicon Valley. The County's natural beauty is apparent in its pristine beaches, lush redwood forests, and rich farmland. The County enjoys an ideal Mediterranean climate with low humidity and approximately 300 days of sunshine a year. The area's unique shops and restaurants, coupled with a multitude of cultural and recreational activities, including theatre, music, art as well as golfing, surfing, hiking, and biking, offer a wealth of leisure activities. There are numerous local higher education institutions including Cabrillo College and the University of California, Santa Cruz, with two additional State Universities less than an hour away. These elements make Santa Cruz County a great place to **live**, **work**, and **play**!

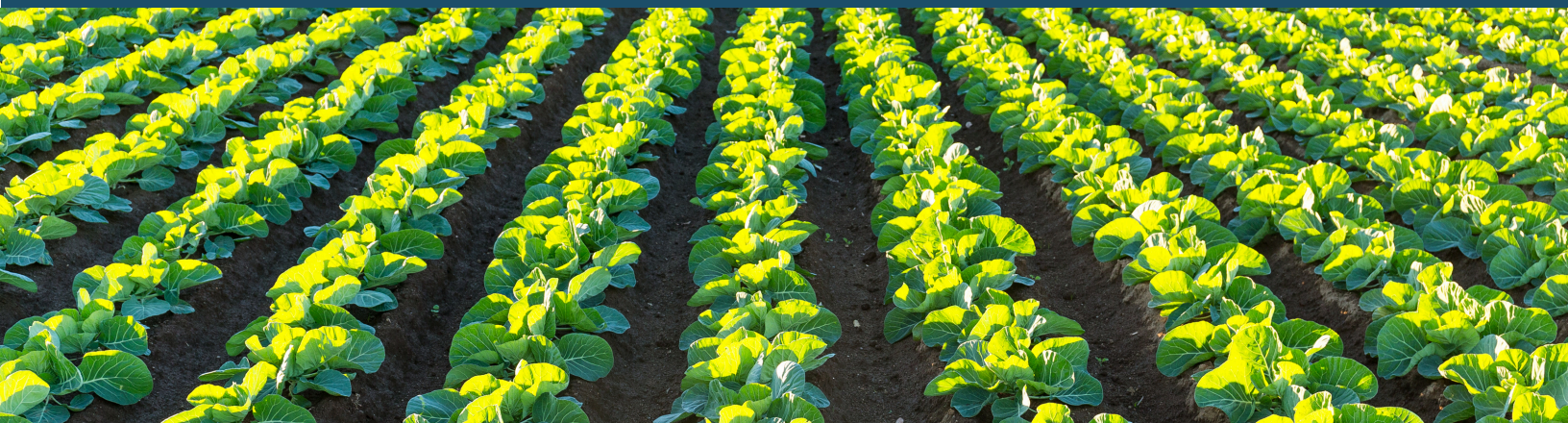
THE APPLICATION PROCESS

Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Human Resources Department, 701 Ocean Street, Suite 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Human Resources Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require Fingerprinting and/or Background Investigation.

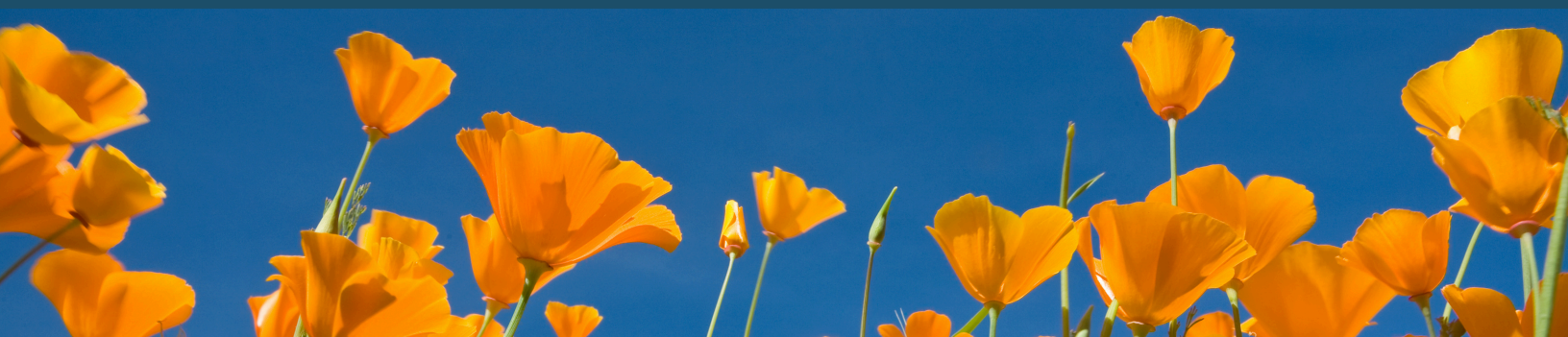


SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe your experience managing a general services related program. Include the number of staff you managed and the size of the budget you oversaw.
2. Describe in detail the most complex project you have worked on in the last five years.



HIGHLIGHTED BENEFIT OFFERINGS:

Medical, Dental, and Vision

Various, robust plans are available with the County contributing generously towards the total cost of the plans.

Retirement and Social Security

Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE AND LONG-TERM DISABILITY PLAN

County paid \$50,000 term life insurance policy. Employees may purchase additional life insurance. The County pays for a long-term disability plan that pays 66 2/3 % of the first \$13,500, up to \$9,000 per month maximum benefits.

ADMINISTRATIVE LEAVE

In addition to competitive vacation and sick leave accruals, the County provides an initial credit of one week of administrative leave at the time of appointment, plus an additional two weeks of administrative leave accrued each year. Administrative leave balance may be cashed out or used as time off.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.