



Director of General Services



ABOUT SOLANO COUNTY

Solano County is comprised of a mix of rural and suburban lifestyles; rolling hillsides, waterfronts, and fertile farmland; numerous local and internationally known businesses; and Travis Air Force Base. Home to a culturally diverse population (approximately 450,000 residents), Solano County's residents and visitors alike enjoy the attributes of the Cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo and the rural unincorporated areas, along with year-round outdoor recreational activities like fishing, boating, water skiing, hiking, and biking in numerous parks, nature centers, and watersheds. Solano County is within easy driving distance to the San Francisco Bay area, Lake Tahoe region, and the Napa and Sonoma Valleys. These attributes and Solano County's mild climate make the County an exceptional community to live, learn, work, and play.

This is an exciting and transformational time in Solano County. With its location, affordable housing, natural and human resources, history of responsible land use planning, and exciting actual and potential development, land use, and transportation projects, Solano County has a promising future and unique opportunities ahead.

THE ORGANIZATION

Solano County is a general law county led by a 5-member Board of Supervisors elected by District. The County Administrator oversees County operations and services provided through Department Directors, appointed or elected for the following departments: Agriculture, Assessor/Recorder, Auditor-Controller, Child Support Services, County Administrator's Office, County Counsel, District Attorney, General Services, Health and Social Services, Human Resources, Information Technology, Library, Probation, Public Defender, Resource Management, Sheriff, Treasurer-Tax Collector and Veterans Services, as well as Contingencies and Special Districts. The County has a fiscal year 2024/2025 budget of \$1.61 billion comprised of a General Fund budget of \$395 million and \$30 million Capital Improvement Fund budget. There are approximately 3,300 full-time employees. For additional information on Solano County, please visit

www.solanocounty.gov

THE POSITION

Under administrative direction, the Director plans, organizes, and directs the activities of the County's General Services Department, including Facilities Operations (Building Maintenance, Custodial, and Grounds Maintenance), Capital Project Management, Fleet Management, Airport, Central Services (Purchasing, Surplus, Mail Delivery, and Records Management), Real Estate/Property Management, Utility and Energy Management, and Administrative Support.

This is a single position executive leadership class, which is at-will and exempt from Civil Service rules. This position serves at the discretion of the County Administrator.

Duties and responsibilities include:

Departmental Leadership & Strategic Oversight

The Director plans, organizes, and directs all functions of the County's General Services Department through subordinate managers and supervisors. This includes oversight of facility operations, capital improvement projects, fleet and airport management, central services (mail, purchasing, surplus, and records), utility and energy management, and administrative support. They establish short-term and long-term departmental goals and ensure alignment with countywide priorities.

Capital Projects & Facilities Management

The Director oversees the development of the County's large-scale Capital Facilities Improvement Plan, including all phases of capital project development and construction. They ensure projects meet County standards, regulatory requirements, and are delivered on time and within budget. This includes coordination of major infrastructure initiatives and long-range facilities planning.

Procurement & Policy Development

Responsible for overseeing all County procurement activities, the Director ensures compliance with California local government procurement laws and regulations. They develop and implement procurement policies and procedures that support operational efficiency and transparency.





Personnel Management & Organizational Development

The Director maintains oversight of a large, diverse workforce, which is mostly unionized, addressing personnel issues in coordination with Human Resources. They implement systems to promote productivity and recognize performance, and are responsible for selecting, supervising, and evaluating division managers. They lead efforts to improve operational effectiveness through strategic staffing and program adjustments.

Budgeting & Fiscal Oversight

The Director coordinates the preparation of annual budget requests across divisions, consolidates departmental budgets, and maintains cost controls. They continuously monitor expenditures and revenues to ensure fiscal responsibility and alignment with departmental goals.

Public Engagement & Executive Support

The Director represents the department in presentations to the Board of Supervisors, community groups, and other stakeholders. They may be assigned additional responsibilities by the County Administrator and serve on committees addressing countywide initiatives and concerns.

THE IDEAL CANDIDATE

The ideal candidate for the Director of General Services is a seasoned and results-driven professional with demonstrated administrative and operational management experience across one or more key service areas, including Facilities, Fleet, Construction, Energy, Airport, and Purchasing. They possess a strong background in personnel oversight and have successfully led diverse teams in complex, multi-functional environments. With advanced knowledge of project management methodologies and best practices, they are adept at delivering large-scale initiatives and priorities on time and within budget.

This candidate brings a deep understanding of regulatory compliance across operational domains and has a proven track record in fiscal management, including oversight of substantial governmental operations and capital improvement budgets. They are a strategic thinker and effective problem-solver, capable of aligning departmental goals with broader organizational objectives. Their experience includes developing and implementing departmental policies and procedures, managing procurement and contracting processes, and ensuring compliance with public sector bidding and surplus regulations.

Known for a collaborative leadership style, the ideal candidate excels at building strong relationships with internal stakeholders and community partners. They are outcome-focused, consistently evaluating performance against expectations to drive continuous improvement and operational excellence.

QUALIFICATIONS

Education:

A Bachelor's degree from an accredited college or university in public administration, business administration, engineering, construction management, or closely related field.

A Master's degree is highly desirable.

Experience:

A minimum of eight (8) years of progressively responsible professional experience coordinating diversified and complex operations, support services, or programs related to capital projects and buildings, grounds and facilities, with at least five (5) years as a manager.

Licensing, Certification and Registration Requirements:

Applicants are required to possess a valid California Driver's License, Class C.

Note: The driver's license must be kept current while employed in this class.





COMPENSATION AND BENEFITS

The salary range for the position is \$192,853.32 - \$234,414.42 annually.

Agreed-upon salary will be dependent upon qualifications and experience. In addition, the County provides an excellent benefits package, which includes the following:

Retirement – CalPERS 2% @ 60 for Classic PERS members; these members contribute 7% (paid as a pre-tax deduction). 2% @ 62 for new PERS members; these members contribute 7.5% (in 2025). Employees who entered membership in Solano County's miscellaneous retirement plan prior to May 4, 2012 are eligible for a 2.7% at age 55 benefit formula with an employee contribution rate of 8%, deducted from salary on a pre-tax basis. The County participates in Social Security.

Longevity Pay – Eligible to receive an additional 2.5% to base pay, for each longevity level after the completion of continuous service at 10, 15, 20, 25, 30 and 35 years. Employees may receive credit for prior years of service employed with California cities, counties, joint power authorities, and other special districts as approved by the Director of Human Resources and the County Administrator.

Health Insurance – CalPERS medical insurance. The County maximum contribution for family coverage is \$2,314.83 per month through 10/25/25. Employee may receive cash back under certain provisions.

Dental and Vision Insurance – 100% County paid.

Life Insurance – 1.5 times the employee's base yearly earnings to a maximum of \$350,000. Employees may purchase supplemental life insurance.

Employee Assistance Program – Provided through Anthem for employees and their eligible dependents.

Moving & Relocation Expense Allowance – A maximum \$6,000 moving and relocation expense allowance, subject to certain conditions.

Automobile Allowance – Biweekly automobile allowance of either \$200 or \$300.

Vacation – Four (4) full weeks of time off accrued per year. Annually, employees may cash out up to 80 hours of vacation leave.

Sick Leave – Accrued at 3.7 hours per pay period.

Holidays – 12 full-fixed paid holidays, 2 partial-fixed paid holidays, plus 2 floating holidays for eligible full-time employees.

Administrative Leave – Effective July 1st of each year, employees are granted 80 hours of Administrative Leave. Unused Administrative Leave at the end of the Fiscal Year is converted and paid into a Retirement Health Savings account.

Deferred Compensation – County provides a dollar-for-dollar per pay period match up to \$75 into a 457(b) plan. An irrevocable 401(a) plan is also available.

APPLICATION AND RECRUITMENT PROCESS

Search Schedule:

- **The final filing date is Monday, July 25th, 2025.**
- **Application review with the client is July 31st, 2025.**
- **The in-person interview process is tentatively scheduled for August 14th & 15th.**

To be considered, please submit a resume, cover letter, and five work-related references (who will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/director-of-general-services/>

Resumes should reflect years and months of positions held, as well as the size of past organization(s).



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the County. The County will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.