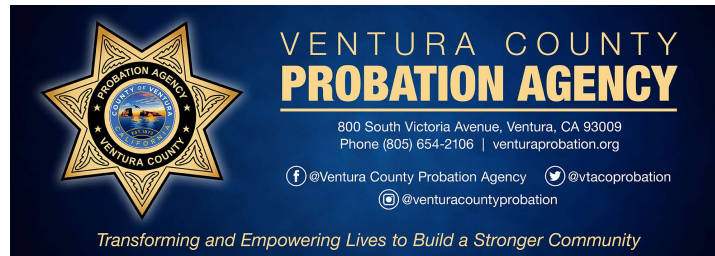




Ventura County Facilities and Warehouse Manager

SALARY	\$44.11 - \$61.75 Hourly \$3,528.51 - \$4,940.40 Biweekly \$7,645.10 - \$10,704.19 Monthly \$91,741.22 - \$128,450.30 Annually	LOCATION	Ventura and may require travel throughout Ventura County, CA
JOB TYPE	Full-Time Regular	JOB NUMBER	1710VPA-24AA (AI)
DEPARTMENT	Probation Agency (recruitment by CEO-HR)	OPENING DATE	11/15/2024
CLOSING DATE	12/4/2024 5:00 PM Pacific		

Description



What We Offer

The County of Ventura offers an attractive compensation and benefits package. In addition to the salary of approximately \$91,741.22 to \$128,450.30 annually, an employee within this position will also be eligible for the following:

- **A general salary increase** of 3.5% effective December 22, 2024.
- **Educational Incentive** - An educational incentive of 2.5% for completion of an associate degree, 3.5% for completion of a bachelor's degree, OR 5% for completion of a graduate degree.
- **Bilingual Incentive** - Proficiency levels by exam are \$.69 per hour (Level I), \$1.00 per hour (Level II), or \$1.32 per hour (Level III).
- **Annual Leave Redemption** - The ability to "cash in" or redeem up to 100 hours of Annual Leave per year after using 80 hours of annual leave within the previous 12 months.
- **Annual Leave Accrual** - A candidate selected for this position will earn 208 hours per year, increasing to 288 hours after 5 years of service (based on a full-time schedule; hours are pro-rated for part-time schedules).
- **Deferred Compensation** - Eligible to participate in the County's 401(k) Shared Savings Plan and/or the Section 457 Plan. This position is eligible for up to a 3% match on your 401(k) contributions.
- **Health Insurance** - You are afforded a flexible credit allowance for purchasing medical, dental, and/or vision insurance from a group of authorized plans.
- **Flexible Spending Accounts** - Pre-tax benefit towards eligible medical, dental, and vision care expenses.
- **Pension Plan** - Participation in the County's defined pension plan. If eligible, you may establish reciprocity with other public retirement systems such as CalPERS.
- **Holidays** - 12 paid days per year which includes a scheduled floating holiday.

The Position

Under general direction, the Facilities and Warehouse Manager at the County of Ventura oversees Probation Agency's buildings and warehouse operations. This role involves overseeing/coordinating facilities projects (e.g., maintenance, remodels, new acquisitions/leases, etc.) and managing the receiving, handling, storing, picking, and packing activities of the warehouse. The manager supervises staff, negotiates contracts, implements best practices and safety protocols, and maintains compliance with regulations.

The Ideal Candidate

The ideal candidate for the Facilities and Warehouse Manager position at the Probation Agency is a highly organized and proactive individual with a proven track record in warehouse operations and logistics. They possess strong leadership skills, with the ability to effectively manage and motivate a team while maintaining a focus on safety and efficiency. The candidate demonstrates exceptional problem-solving abilities and a keen attention to detail, ensuring accurate inventory management and timely distribution of supplies. Their experience includes implementing best practices in warehouse management, optimizing processes, and adhering to regulatory requirements. Excellent communication skills and a collaborative mindset are essential, as the role requires working closely with various departments to support their logistical needs and contribute to the Agency's overall operational success.

Payroll Title: Staff/Services Manager II

AGENCY: Ventura County Probation Agency

Staff/Services Manager II is a Management classification and is not eligible for overtime compensation. Incumbents in this classification are eligible for benefits at the MB3 level.

The eligible list established from this recruitment may be used to fill current and future Regular, Temporary, Fixed-term, Intermittent, or Extra Help vacancies in the Probation Agency. There is currently one (1) Regular vacancy.

The eligible list established from this recruitment will be used to fill **this position only**.

TENTATIVE SCHEDULE

OPENING DATE: November 15, 2024

CLOSING DATE: December 4, 2024

REVIEW OF APPLICATIONS: The week of December 4, 2024

ORAL EXAMINATION: Week of December 9, 2024

Examples Of Duties

Duties may include but are not limited to the following:

- Manages and coordinates maintenance requests and upgrade projects for all buildings, building relocation, and lease/purchase of new buildings;
- Manages the Agency's warehouse operations including overseeing inventory control, ensuring accuracy, and tracking shipping times; organizing storage space and managing the efficient flow of work; coordinating shipments and ensuring timely deliveries; and implementing safety protocols to maintain a safe work environment;
- Develops and recommends policies and procedures under scope of responsibilities;
- Continuously evaluates operations to identify and recommend process improvement;
- Works with Probation Executive Committee members, Probation Fiscal and IT, County GSA, County Public Works, County IT and CEO office to develop space requirements and cost buildout;
- Searches, retains and manages outside vendors, supplier, and contractors;
- Selects, organizes, directs, supervises, and evaluates staff and ensures their orientation, training, and development;
- Coordinates access for vendors, contractors, and outside providers at various Probation Agency project sites;
- Conducts research, analyzes results, and prepares report of findings and recommendations to stakeholders on a variety of projects;
- Continuously tracks facilities project deliverables and ensures the project achieves the expected outcomes;
- Prepares and presents detailed reports on facilities and warehouse operations (e.g., inventory stock levels and forecasting, facility project milestones and cost projections, etc.);
- Communicates building maintenance and project problems/issues along with solutions to management;
- Develops an annual budget and tracks expenditures to budget on a monthly basis;
- Coordinates the disposal of surplus materials and equipment in collaboration with County GSA surplus;
- Performs other duties as required.

Typical Qualifications

These are entrance requirements to the examination process and assure neither continuance in the process nor placement on an eligible list.

EDUCATION, TRAINING, AND EXPERIENCE:

Considerable education and/or experience which has led to the acquisition of the required knowledge, skills and abilities to perform the duties of this classification. For example, possession of the requisite KSAs could be demonstrated by:

- Five (5) years of experience overseeing and coordinating construction and/or building maintenance projects and/or managing a warehouse; **OR**,
- Possession of an Associate's degree in Facilities Management, Logistics, Supply Chain Management, Engineering Field, Business Management or a related field **and** three (3) years of experience overseeing and coordinating construction and/or building maintenance projects or managing a warehouse; **OR**,
- Possession of an Bachelor's degree in Business Management or a related field **and** one (1) year of experience overseeing and coordinating construction and/or building maintenance projects or managing a warehouse.

NECESSARY SPECIAL REQUIREMENTS

- Must be able to possess and maintain a valid California driver license.
- Must be willing and able to work in a law enforcement agency/environment and custodial setting.
- Must be willing and able to complete an extensive background investigation successfully.
- Must be willing and able to travel throughout Ventura County.
- Forklift Certification within one year of date of hire.

DESIRED

- Experience with establishing and maintaining contracts in a public sector environment.
- Working knowledge of the County of Ventura's policies and procedures.
- Knowledge in one of the engineering disciplines (mechanical, electrical, civil, structural).

Knowledge, Skills and Abilities:

Considerable to thorough knowledge of: Project Management preferably in construction; permit processes; building remodels and/or construction of buildings; security systems and workplace security; procurement procedures; inventory management systems; space and strategic planning; management and supervision; budgetary preparation, analysis and monitoring; general facility administration.

Skilled in: preparing a variety of reports and recommending solutions; managing outside consultants/vendors; addressing good judgment in development and implementation of resources.

Working ability to: read blueprints or CAD drawings; communicate effectively in an oral and written manner to a wide variety of audiences; effectively work on multiple projects at once; resolve conflicts and problems in a positive manner; maintain positive working relationships with internal and external customers; schedule and manage buying activities and maintaining inventory levels; interpret market prices and trends; train, supervise, develop and evaluate effectively the work of subordinate staff to reach Agency goals.

Recruitment Process

FINAL FILING DATE: Applications must be received by the County of Ventura Human Resources no later than 5:00 PM on Wednesday December 4, 2024. To apply on-line, please refer to our web site at www.ventura.org/jobs.

Note to applicants: It is essential that you complete all sections of your application and supplemental questionnaire thoroughly and accurately to demonstrate your qualifications. A resume and/or other related documents may be attached to supplement the information in your application and supplemental questionnaire; however, it/they may not be submitted in lieu of the application.

INFORMATION FOR TRANSFER CANDIDATES

NOTE: If presently permanently employed in another "merit" or "civil service" public agency/entity in the same or substantively similar position as is advertised, and if appointed to that position by successful performance in a "merit" or "civil service" style examination, then appointment by "Lateral Transfer" may be possible. If interested, please click [here](#) ([Download PDF reader](#)) ([Download PDF reader](#)) ([Download PDF reader](#)) for additional information.

SUPPLEMENTAL QUESTIONNAIRE – qualifying: All applicants are required to complete and submit the questionnaire for this examination at the time of filing. The supplemental questionnaire may be used throughout the examination process to assist in determining each applicant's qualifications and acceptability for the position. Failure to complete and submit the questionnaire may result in the application being removed from consideration. NOTE: Resumes and other attachments to the application itself will not be utilized during the application evaluation.

APPLICATION SCREENING – qualifying: Candidates' applications, resumes, or other required documentation will be evaluated on a comparative basis against pre-established criterion. Those individuals whose materials best indicate possession of the stated requirements, may be invited to continue to the next step in the screening and selection process.

TRAINING & EXPERIENCE EVALUATION: A Training and Experience Evaluation (T&E) is a structured evaluation of the job application materials submitted by a candidate, including the written responses to the supplemental questionnaire. The T&E is NOT a determination of whether the candidate meets the stated requirements; rather, the T&E is one method for determining who are the better qualified among those who have shown that they meet the stated requirements. In a T&E, applications are either scored or rank ordered according to criteria that most closely meet the business needs of the department. Candidates are typically scored/ranked in relation to one another; consequently, when the pool of candidates is exceptionally strong, many qualified candidates may receive a score or rank which is moderate or even low resulting in them not being advanced in the process.

ORAL EXAMINATION - 100%: A job-related oral examination may be conducted to evaluate and compare participating examinees' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. Examinees must earn a score of seventy percent (70%) or higher to qualify for placement on the eligible list.

NOTE: The selection process will likely consist of an Oral Exam, which may be preceded or replaced with the score from a Training and Experience Evaluation (T&E), contingent upon the size and quality of the candidate pool. In atypical T&E, your training and experience are evaluated in relation to the background, experience and factors identified for successful job performance during a job analysis. For this reason, it is recommended that your application materials clearly show your relevant background and specialized knowledge, skills, and abilities. It is also highly recommended that the supplemental questions within the application are completed with care and diligence. Responses such as "See Resume" or "Refer to Resume" are not acceptable and may disqualify an applicant from further evaluation.

If there are three (3) or fewer qualified applicants, an examination will not be conducted. Instead, a score of seventy percent (70%) will be assigned to each application, and each applicant will be placed on the eligible list.

Applicants successfully completing the exam process may be placed on an eligible list for a period of one (1) year.

BACKGROUND INVESTIGATION: A thorough pre-employment, post offer background investigation which may include inquiry into past employment, education, criminal background information and driving record is required for this position.

For further information about this recruitment, please contact Kristy Madrigal by e-mail at Kristy.Madrigal@ventura.org or telephone at (805) 654-5094.

EQUAL EMPLOYMENT OPPORTUNITY

The County of Ventura is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

Agency

Ventura County

Address

800 S. Victoria Avenue
LOC. #1970
Ventura, California, 93009

Phone

(805) 654-5129

Website

<http://hrventura.org>

Facilities and Warehouse Manager Supplemental Questionnaire

***QUESTION 1**

Are you willing and able to complete an extensive background investigation successfully?

- ☐ Yes
☐ No

***QUESTION 2**

Are you willing to work in a correctional facility and law enforcement agency/environment?

- ☐ Yes
☐ No

***QUESTION 3**

Do you possess, or can you obtain and maintain a valid California driver license at the time of hire?

- ☐ Yes
☐ No

***QUESTION 4**

Are you willing and able to travel throughout Ventura County?

- ☐ Yes
☐ No

***QUESTION 5**

List any degrees or course work you have completed as well as any degrees or certificates you have obtained that are relevant to this position.

In compiling this list, please provide a brief description of the content of the course/program completed.

***QUESTION 6**

This position requires that the incumbent possess or obtain Forklift certification. Please check the option below that best describes your situation.

- ☐ I currently possess Forklift Certification.
☐ I am able and willing to obtain Forklift Certification within one year of appointment.
☐ I do not possess and I am unwilling and/or unable to obtain Forklift Certification.

***QUESTION 7**

Please describe your experience overseeing and coordinating construction and/or building maintenance projects and/or managing a warehouse. Your response should include the following:

- A) Employer(s) where you obtained the experience,
- B) Your job title,
- C) Specific responsibilities,
- D) Time frame from where you gained the experience.

Employer(s) where you obtained the experience must be included in the work experience section of your application to be considered qualifying.

If you do not have this experience, please indicate "no experience."

*QUESTION 8

Describe your experience directly supervising or managing staff in a facilities and/or warehouse management setting, which includes preparing performance evaluations. Your response should include:

- A) Employer(s) where you obtained the experience,
- B) Number of staff supervised,
- C) Types of activities in which staff were engaged,
- D) Experience planning and organizing the work of staff,
- E) Number of years directly supervising or managing staff.

Employer(s) where you obtained the experience must be included in the work experience section of your application to be considered qualifying.

If you do not have this experience, please indicate "no experience."

*QUESTION 9

Briefly describe your experience managing operational budgets. Include:

- A). Employer(s) where you obtained the experience,
- B). Type and amount of operational budget(s) managed,
- C). Information about your duties and responsibilities.

The work experience where you obtained the experience **MUST** be included on your application in the Work Experience section to be qualifying.

If you do not have this experience, please indicate "no experience."

*QUESTION 10

Describe a time when you had to negotiate with suppliers or carriers. Include in your response:

- A) Employer(s) where you obtained the experience,
- B) Time frame (month/date) when the negotiations took place,
- C) Description of the problem(s) and goal(s),
- D) Outcome of your efforts.

The work experience where you obtained the experience **MUST** be included on your application in the Work Experience section to be qualifying.

If you do not have this experience, please indicate "no experience."

QUESTION 11

Describe your experience using technology (software systems and/or technology tools) in a facilities or warehouse management setting to improve processes. Include in your response:

- A) Employer(s) where you obtained the experience,
- B) Technology used,
- D) Years of professional experience with each technology and proficiency level in key functionalities (inventory tracking, order processing, reports, etc.),
- E) Improvements achieved.

The work experience where you obtained the experience **MUST** be included on your application in the Work Experience section to be qualifying.

If you do not have this experience, please indicate "no experience."

* Required Question