



*This is an exciting opportunity for those who want to make an immediate, positive impact at one of the most mission-critical departments in the State of California! Come join the Department of General Services Office of Fleet and Asset Management!*

CALIFORNIA DEPARTMENT OF GENERAL SERVICES

# Chief

**Office of Fleet and Asset Management**

Monthly Salary Range: \$11,102 - \$13,226

Annual Salary Range: \$133,224 - \$158,712

**DGS**

GENERAL SERVICES



**Excellence  
in the Business  
of Government!**

## **The Department and Office**

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The Department of General Services (DGS) is the business manager for the State of California and serves the public by providing a variety of services to other state agencies. Specifically, the Office of Fleet and Asset Management (OFAM) provides environmentally friendly fleet transportation services, statewide travel services, parking services, state and federal surplus property services, warehousing services, and vehicle maintenance and inspection services. Additionally, OFAM serves as the oversight agency for the State of California's 50,000 vehicle fleet, approving all fleet acquisitions, setting statewide fleet operational policies, and ensuring compliance with state and federal policies governing fleet operations. OFAM consists of approximately 114 full-time employees, with an annual budget of approximately \$75 million.

To learn more about OFAM, please visit: <https://www.dgs.ca.gov/OFAM>

# The Position

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The Chief has general oversight and responsibility over all OFAM operations. Specifically, the Chief will be responsible for:

- » Serving as the transportation policy advisor for California state government operations
- » Developing, implementing and enforcing policies to manage the acquisition, maintenance, and disposition of State vehicles and the reutilization and disposition of surplus property items.
- » Providing thought leadership in transportation policies and programs to address climate change
- » Overseeing the operation and maintenance of 4500+ vehicles leased to 77 state agencies
- » Advising the DGS Director, Government Operations Agency and Governor's Office on matters relating to state transportation and asset management policies
- » Overseeing the Statewide Travel Program (approx. \$120 million in annual spend)
- » Managing DGS Parking Facilities
- » Identifying future program opportunities and setting policy to achieve desired future outcomes





## Why Work for DGS?

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### Come join a team that creates:

- » A collaborative team atmosphere founded upon ethics, integrity, and stewardship.
- » A positive work environment that is open to change and invites its workforce to challenge processes.
- » An opportunity for individuals to utilize their knowledge, skills, and experience to resolve complex and varied transportation and energy projects.

## The Ideal Candidate

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OFAM is looking for a strategic and innovative leader who has experience with the development and implementation of policies, procedures, and regulations that impact government agencies. This dynamic individual will have exceptional communication skills, strong attention to detail and the ability present complex information in a clear and concise manner. The ideal candidate will have experience in providing effective leadership to a cross functional team and will be able to:

- » Develop, review, and execute contracts with internal and external stakeholders.
- » Effectively manage, provide leadership, and give clear direction to subordinate staff at multiple levels.
- » Exude drive and commitment to excellence with demonstrated experience in sustainable transportation policies and initiatives.
- » Understand the importance of strategic planning, performance evaluation, change management, and organizational development.
- » Establish and maintain cooperative relations with state, federal, and local agencies.
- » Demonstrate personal qualifications including integrity, initiative, dependability, good judgement, and the accountability for self and entire team.
- » Effectively present OFAM related issues before the Governor, Legislature, local government, state boards and commissions, various state agencies and the public.
- » Oversee and understand the state budget process, legislative process, and highly sensitive and complex issues.
- » Think critically and make sound decisions quickly while maintaining a high level of accuracy and attention to detail.
- » Maintain a positive, proactive attitude and ability to adapt to changing circumstances.

# Benefits and Work Location

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DGS employees are eligible for several benefits and working for us is a great opportunity to make a difference in California and join a team committed to workforce excellence!

## Wellness Benefits:

The State of California offers premier wellness benefits to suit your personal needs. The out-of-pocket contributions and co-pays are generally lower than other employers.

- » Health
- » Dental
- » Vision
- » Employee Assistance & Employee Wellness Programs

## Time Off:

As a state employee, you receive 11 paid holidays annually, and immediately accrue paid time off for both vacation and sick leave. The monthly accrual amount increases based on length of service; for more information, click on the link below!

- » [Paid Time Off \(Vacation, Sick, and Annual Leave\) Specifics](#)

## Retirement:

Employees are enrolled in a defined benefit plan through the California Public Employees' Retirement System (CalPERS)—the nation's largest public pension system, with more than 2 million members from California's state, school, and public agency employers.

- » [State Pension Plan \(CalPERS\)](#)
- » In addition, employees may elect to participate in 401(k) and 457(b) defined contribution plans offered by the State.

## Additional Options for:

- » Life Insurance
- » Long Term Disability Insurance
- » Legal Services
- » And MORE!

Telework options, with flexible working schedules, are available but Individuals must reside within California and be able to commit to at least 3 days in the office located in Sacramento. Free Parking is Available!

For more details about employee benefits, visit the [California Department of Human Resources](#) website.



# Application Process and Recruitment Schedule

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## Apply by following these 3 EASY STEPS!

Step 1: Create a [CalCareers Account](#)

» Complete a Standard State Job Application (STD 678)

Step 2: Search for Jobs in your CalCareers Profile

» In the Advanced Filters area, type in 399952 in the Job Code section.

Step 3: Follow the instructions and APPLY!

» The STD 678, resume, and responses to the Statement of Qualifications are **REQUIRED**.

» Final Date to Apply is: **Friday, December 8, 2023**

For additional information about this position or questions regarding the application process, please contact:



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