

**Division:** DCA Director's Office

**Program Characteristics:**

**Program Description**

The DCA Director's Office provides the essential centralized leadership, strategic direction, operational accountability, and financial stewardship for the Department of County Assets (DCA). It offers executive leadership, strategic planning, equity and inclusion, employee engagement, performance evaluation, and support services to DCA's infrastructure-focused divisions: Information Technology, Facilities & Property Management, Fleet, Motor Pool & Distribution, and Records & Archives.

With a critical role in understanding and providing services to the entire County, the Director's Office serves all DCA divisions and is the executive point of contact for all departments. The program's purpose is to ensure that County colleagues are effectively provided with the spaces, information, and infrastructure support necessary to deliver excellent public services to the community, especially the most vulnerable. This commitment aligns with DCA's vision of a thriving community built on information, spaces, and services for everyone, promoting safety, trust, and belonging for all employees. The Director's Office works to meet DCA's strategic goals of delivering timely services, building key relationships, promoting a high-quality diverse workforce, streamlining processes, and fostering a culture of innovation.

The Director's Office cultivates a customer oriented culture through "Think Yes" programming and department-wide training, with a focus on Equity planning and Leadership Development. It oversees Human Resources, Budget, Finance, and Procurement and Contracting functions. Core strategic duties involve carrying out the departmental vision, values, and objectives through Strategic Planning and leading priority initiatives. The Director's Office ensures DCA's alignment with overall County priorities, projects, and Strategic Plan goals.

**Equity Statement**

DCA believes in the power of employees feeling a sense of belonging. The Director's Office prioritizes equity through its commitment to leading department-wide diversity initiatives including those outlined in the Workforce Equity Strategic Plan, applying the DCA Equity Matrix to prioritize budget decisions, and seeking feedback from employees to identify areas for improvement and facilitate a welcome environment where all employees can thrive.

**Revenue/Expense Detail**

	<b>2026 General Fund</b>	<b>2026 Other Funds</b>	<b>2027 General Fund</b>	<b>2027 Other Funds</b>
Personnel	\$1,254,093	\$0	\$1,784,521	\$0
Contractual Services	\$30,000	\$0	\$46,589	\$0
Materials & Supplies	\$33,433	\$0	\$42,017	\$0
Internal Services	\$132,103	\$0	\$141,354	\$0
<b>Total GF/non-GF</b>	<b>\$1,449,629</b>	<b>\$0</b>	<b>\$2,014,481</b>	<b>\$0</b>
<b>Total Expenses:</b>	<b>\$1,449,629</b>		<b>\$2,014,481</b>	
<b>Program FTE</b>	5.00	0.00	7.00	0.00
<b>Program Revenues</b>				
Other / Miscellaneous	\$1,422,903	\$0	\$1,979,918	\$0
<b>Total Revenue</b>	<b>\$1,422,903</b>	<b>\$0</b>	<b>\$1,979,918</b>	<b>\$0</b>

**Performance Measures**

<b>Performance Measure</b>	<b>FY25 Actual</b>	<b>FY26 Estimate</b>	<b>FY27 Target</b>
Number of DCA New Employee Orientations	4	4	4
Number of All Department communications designed to promote inclusion, connection, and transparency	24	24	24