

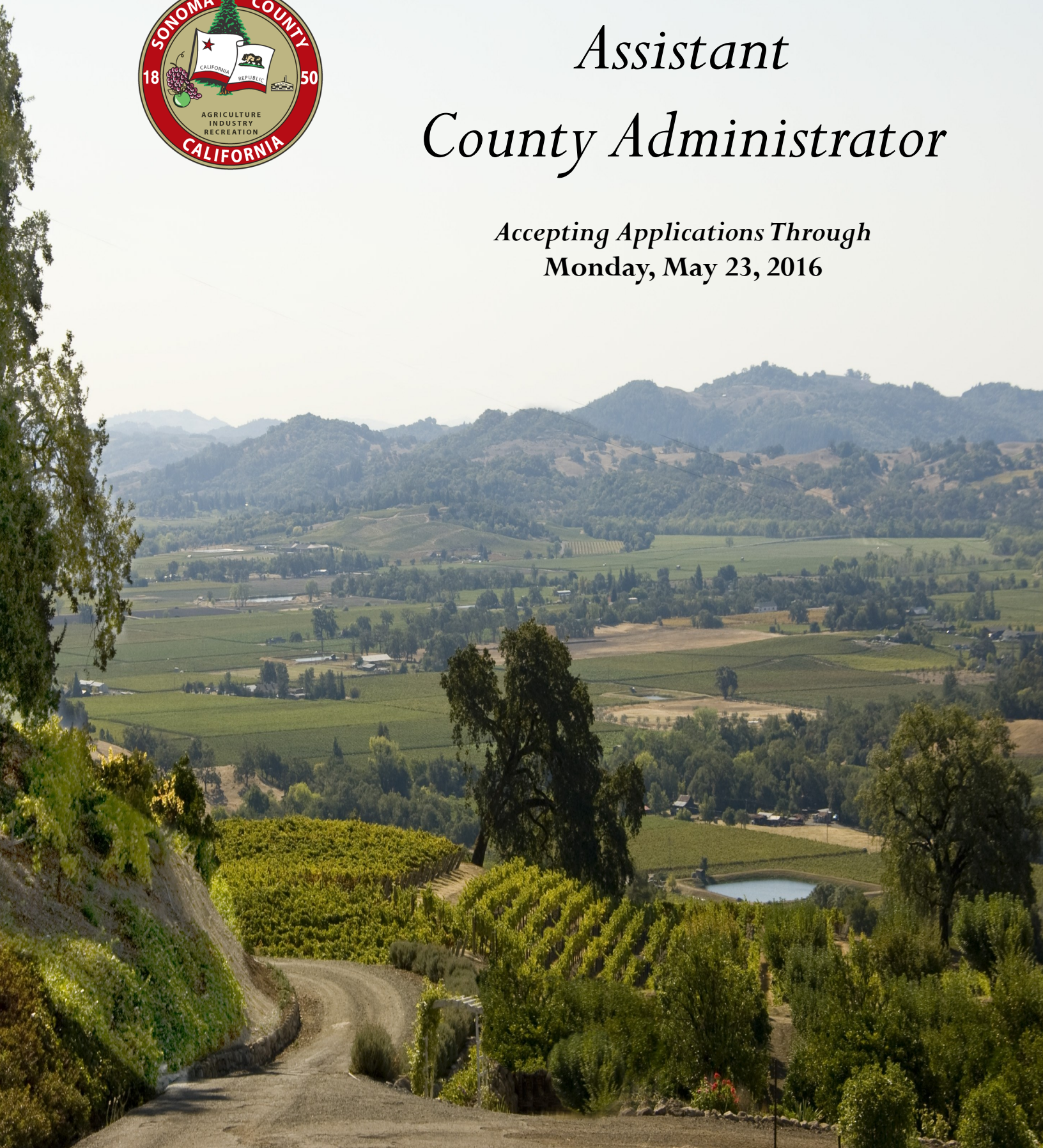
# The County of Sonoma

*Invites Applications For:*



## *Assistant County Administrator*

*Accepting Applications Through  
Monday, May 23, 2016*





# THE COUNTY OF SONOMA

Sonoma County offers a rare and compelling array of scenic, recreational, and geographic characteristics – including over 200 award-winning wineries, inspiring coastline and beaches, the Russian River, and majestic redwoods. The County encompasses over one million acres of land and water, rich with agriculture, parks, campsites, lakes and open space. Sonoma County is also home to a wide variety of art and music festivals, farmers’ markets, and concert venues. Local schools continually rank high on California’s Academic Performance Index. Santa Rosa Junior College and Sonoma State University offer higher education opportunities.

Sonoma is a general law county, governed by a five-member Board of Supervisors. The Board is fully committed to a mission and vision that value the highest quality customer service, strong leadership, engaged citizen participation, courteous and prompt assistance, providing valuable and complete information, and creating and preserving efficient and cost effective government. The County Administrator leads a team of dedicated department heads who work collaboratively to address and strategically prepare for County initiatives and challenges.

The County has an annual budget of \$1.57 billion for fiscal year 2015-2016. 27 departments, agencies, and special districts serve the County’s population. The County currently employs over 4,000 regular employees.



## THE COUNTY ADMINISTRATOR’S OFFICE

The County Administrator’s Office is guided by the Board of Supervisors’ broad mission and carries out the Board’s policy goals by managing, directing, and coordinating the operations of the County’s departments and agencies. In addition to ensuring the implementation of the Board’s mission and policy objectives, other major activities of the Office include: preparing the County budget; ensuring implementation of County policy; acting as the Clerk to the Board of Supervisors; assisting with the performance evaluation of appointed department heads; implementing the County’s legislative platform, and overseeing the County’s legislative advocacy program; developing and monitoring the County’s non-departmental budget units; preparing studies and analyses including fiscal and programmatic performance assessments of County departments and programs; overseeing the preparation of the County’s Capital Improvement Program; providing public information and outreach to the community; developing and implementing the County’s Strategic Plan; and providing staff services to the Local Agency Formation Commission (LAFCO).

The County Administrator’s Office has an operating budget of approximately \$3.5 million and a staffing complement of 18.0 FTE. The organizational structure includes the County Administrator (CAO), Assistant County Administrator (ACAO), 3.0 Deputy County Administrators, 2.0 Principal Analysts, 7.0 Administrative Analysts, and 4.0 support staff. As the Clerk to the Board, the CAO also oversees the administrative functions of the Board of Supervisors. The Board of Supervisors has an operating budget of approximately \$3.5 million and is supported by a staff of 6.0 FTE, not including the Supervisors and their staff.

For additional information, please visit [www.sonoma-county.org](http://www.sonoma-county.org) and [www.sonoma-county.org/cao](http://www.sonoma-county.org/cao)





## THE ASSISTANT COUNTY ADMINISTRATOR

The ACAO plays a critical role on the County management team by serving as the Chief Operating Officer for the organization and overseeing the County's fiscal and budget activities through the office of the CAO. This position plays a critical role in assisting the CAO in addressing the County's budget/fiscal and programmatic issues in this challenging economic climate, as well as handling the day-to-day operational oversight and management of the Office and its staff. The ACAO will oversee the creation of quarterly financial reports, mid-year budget projections, and present the County's annual budget recommendation to the CAO and the Board of Supervisors for approval. The ACAO also serves as the point person in addressing the major budget/fiscal and/or programmatic issues that are complex, highly visible, and politically sensitive and/or those that require cross-organizational collaboration. The wide breadth of County functions and the complexity of the County's budget, combined with the legal and operational complexities within the various departments, special districts, and agencies, make this role especially appealing to proven executives who enjoy an active and challenging position in a fast paced and energizing environment.



### THE IDEAL CANDIDATE

The new ACAO will have significant experience with government finance, including complex budget analysis and oversight; developing, critiquing, interpreting, applying, and communicating policies, rules, and regulations to various stakeholders; implementing and executing initiatives; developing a team, and supporting and mentoring staff; and being a collaborative and progressive leader who develops and maintains positive relationships with department heads, elected officials, and the various constituents with whom he/she will interact. The successful candidate will also have a strong inclination for results, yet will rely on a positive and diplomatic interpersonal style with a keen awareness and sensitivity to the various community, organizational, and political considerations that must be incorporated into various solutions and/or courses of action. The ideal candidate is adaptable, energetic, and a creative problem solver, who can balance the broad array of unique challenges within this environment.

Candidates should also possess extensive knowledge of public administration and management, county government organization and functions, and their relationship to federal, state, and municipal governments; excellent written and verbal communication skills; be capable at facilitating groups; and have a strong and positive presence.

The minimum qualifications for this position include graduation from an accredited college or university with no less than a bachelor's degree in business administration, public administration, management, finance, economics, or accounting; and five years of increasingly responsible experience in a private or governmental agency with responsibility in administration or financial analysis, including systems, procedures, and program evaluation. At least two years of experience in a responsible administrative or management capacity with a governmental/public sector agency, including the supervision of professional level staff, is required.

The most qualified and desirable candidates will possess an executive management background that includes at least five years in the capacity of CAO, Assistant/Deputy CAO, City Manager, Assistant/Deputy City Manager, or a related position, within a complex and challenging public sector environment. A master's degree in a pertinent area is highly preferred.





# Room to Move. Room to Grow.

## WHAT WE OFFER

Sonoma County offers a total compensation package that is both attractive and competitive. Salary for the Assistant County Administrator is \$172,208 to \$209,338 annually, depending upon the qualifications of the selected candidate. In addition, Sonoma County offers:

- Paid Time Off: Competitive vacation accrual and additional management leave annually; 11 holidays per year; generous sick leave accruals and 100% of accrual balance converted to service credit at retirement.
- Health Plan: Choice of five health plans (A PPO, EPO, three HMO's, and two Deductible HMO's) with a County contribution toward the premium of approximately \$500 per month.
- Excellent dental, vision, disability, life insurance, professional development, and more. Additional details on employment for management employees may be found at: <http://sonomacounty.ca.gov/HR/Employee-Relations/Labor/>.
- Cash allowance: (in addition to monthly salary) of approximately \$600 per month.
- IRS 457 Plan: Pre-tax employee contribution up to the IRS annual maximum.
- Retirement: County Employees Retirement Law of 1937. Retirement is fully integrated with Social Security. With the recent pension reform, new employees as defined and eligible will receive a 2.5% at 67 formula, or for those individuals who meet certain criteria, including establishing reciprocity eligibility pursuant to PEPRRA, will receive 3% at 60.
- Incentive Retirement Savings Plan: A defined contribution 401(a) plan; a 1% County "foundation" contribution.
- IRS 457 Plan: Pre-tax employee contribution up to the IRS annual maximum, plus a 100% County match of employee contribution deposited into the 401(a) account (up to 1% of base salary).
- Retiree Medical: County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Important Note: Benefits described herein do not represent a contract and may be changed without notice.

## SELECTION PROCESS & KEY TENTATIVE DATES

- Accepting application materials through Monday, May 23, 2016
- Applications materials and supplemental questions screened the week of May 23, 2016.
- Panel Interviews - June 9, 2016
- Final Selection Interviews with County Administrator - June 10, 2016

Please be mindful of the timeframe established above. Although it may be subject to some change, it would be wise to plan availability around these dates.

## TO APPLY

*If you are interested in this outstanding opportunity, please submit an online job application and responses to the supplemental questions, including a resume and cover letter which articulates your experience, responsibilities, and pertinent accomplishments by Monday, May 23, 2016.*

Apply at [www.yourpath2sonomacounty.org](http://www.yourpath2sonomacounty.org).

Questions can be directed to:

Spencer Keyword, Recruitment and Classification Manager  
County of Sonoma Human Resources Department  
Telephone: (707) 565-3568  
[spencer.keyword@sonoma-county.org](mailto:spencer.keyword@sonoma-county.org)

*The County of Sonoma is an  
Equal Opportunity Employer*

