

COUNTY OF MARIN

# Assistant Director of Human Resources

*Mission: to foster a dynamic and inclusive organization that provides meaningful careers in public service, resulting in excellent services for our community.*





## THE POSITION

The County of Marin seeks a bold and progressive leader to assist in the day-to-day management of the Human Resources Department and who will help devise innovative and transformative policies, programs, and systems to ensure the County continues to be a dynamic organization. The Assistant Director is an at-will position that will oversee the Recruitment, Classification & Compensation, and the Volunteers & Interns divisions.

While the Assistant Director will not have direct oversight over labor and employee relations, the successful candidate will have working knowledge of labor relations, preferably in a public sector environment.

**To learn more go to: [marincountyhr.org](https://marincountyhr.org) | [FY21 County Budget Document](#)**

## THE DEPARTMENT

The Human Resources Department consists of just under 40 full time employees and works closely with several embedded HR professionals in the key departments of Public Works and Health and Human Services.

The Department plays an integral part in implementing key initiatives of the County's 5 Year Business Plan. Critical focus areas of this plan relate to countywide organizational development initiatives and a commitment to recruit and retain a diverse workforce. As the County faces challenges associated with retirement, the cost of housing, congestion leading to longer commutes, and a sluggish economy during the COVID-19 pandemic, it seeks a proactive and innovative leader who will be a strategic partner in addressing recruitment and retention obstacles and employee development.



During the current COVID-19 pandemic and other disasters and emergencies that arise, the Human Resources Department plays a key role in the Logistics Section's Personnel Unit of the County's Emergency Operations Center and in the County's Administrative Department Operations Center. In the current setting, the Assistant Director will help navigate the Department's competing priorities of supporting the County's COVID-19 response to the community and ensuring that core services continue to be delivered. The Assistant Director will also work closely with the management team and staff to forge innovative ways to deliver services while the majority of the workforce works remotely.

## **MARIN COUNTY**

Marin County, located in the hills northwest of San Francisco across the Golden Gate Bridge, is a beautiful, temperate refuge from the more urbanized areas of the Bay Area. With a total population of about 260,000, Marin County residents enjoy a high quality of life in one of the most spectacular metropolitan areas of the world. Marin County has a diversified economic base, including a mix of insurance, medical, pharmaceutical, technology, financial, and retail employers. George Lucas' Skywalker Ranch is also located in Marin County as well as a few subsidiaries of Lucasfilm.

Outdoor activities are plentiful with access to the bay, the ocean, hiking or biking trails, vineyards in Napa and Sonoma, wildlife viewing, agritourism, and the Muir Woods National Monument. The Marin County Civic Center is a complete campus designed by Frank Lloyd Wright, "the greatest American Architect of All Time."

Marin County includes the incorporated cities of San Rafael, Novato, Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Ross, San Anselmo, Sausalito, and Tiburon.

### **County Government**

Marin County is a General Law County. The County is governed by five members of the Board of Supervisors, each of whom represents one of the five voting districts of the County. The County employs over 2,200 employees in 22 agencies. The Board's priorities for the future include (1) investing in County infrastructure, (2) preserving affordable housing and housing first, (3) addressing climate change, (4) improving disaster preparedness, and (5) prioritizing racial equity. The total budget for all funds is \$620 million.

This diverse organization strives to uphold a set of core values: respect, trust, integrity, diversity, equality, excellence, accountability, innovation, and collaboration. These values help to maintain and enhance public trust and help achieve high quality service outcomes. The County is committed to be a well-managed organization that relies on the talents of its workforce to succeed.

## IDEAL CANDIDATE

The next Assistant Director will be a proven leader in HR and a skilled administrator who (1) introduces creative strategies and approaches to the Department and the County; (2) possesses a management style to successfully facilitate change initiatives; and (3) develops and maintains productive working relationships with a wide range of county stakeholders.

The Assistant Director will balance the long-term vision of elected leaders, the County Administrator and Director of Human Resources with the technical realities and requirements of the Department to develop lasting solutions to some of the most pressing issues facing the organization, including housing options, long commutes for employees, expanding workforce diversity, and retirement succession planning.

This person will be an approachable, open communicator who is committed to mentoring and developing the professional capacity of both the Human Resources Department and all County employees. To that end, the Assistant Director needs to have a solutions-oriented mindset and collaborative demeanor to work with other departments, the County Administrator's Office, and the Board of Supervisors.

## EDUCATION AND EXPERIENCE

Equivalent to graduation from a four-year college or university with major coursework in business or public administration, industrial relations, public policy, sociology, human resources management, or a closely related field and five years of professional human resources experience, three of which must have included managing a centralized human resources function in a public or governmental agency. The five years of experience must also have included working in a unionized environment.

## COMPENSATION AND BENEFITS

The salary range for the Assistant Director of Human Resources is **\$160,576 - \$177,008**.

The County of Marin offers a full benefits package, including Medical, Dental, Vision, Pension/Retirement, deferred compensation, and flexible spending accounts.

## APPLICATION AND SELECTION PROCEDURE

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues) by the first resume review date of **Friday, September 4, 2020**. Resume should reflect years **and** months of employment, beginning/ending dates, as well as size of staff and budgets you have managed.

Please go to our website to submit your application: <https://executivesearch.cpshr.us/JobDetail?!D=1664>

For further information contact:

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Website: [www.cpshr.us](http://www.cpshr.us)



Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultants. Candidates deemed most qualified will be referred to the County. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.