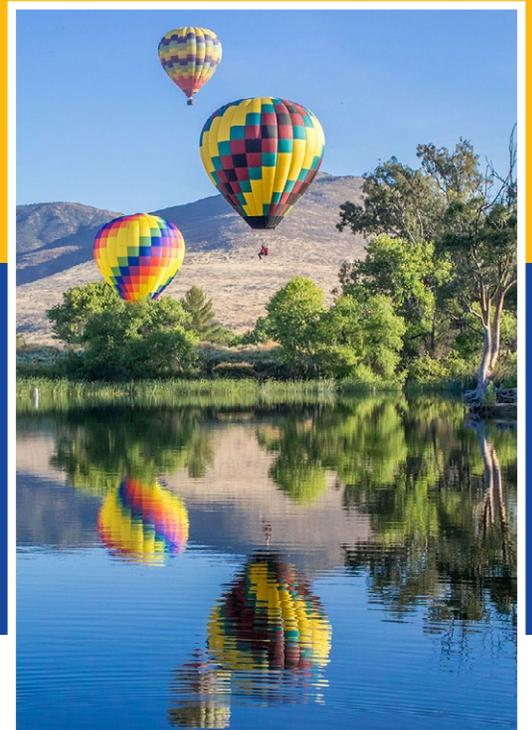


COUNTY OF RIVERSIDE

County Executive Officer



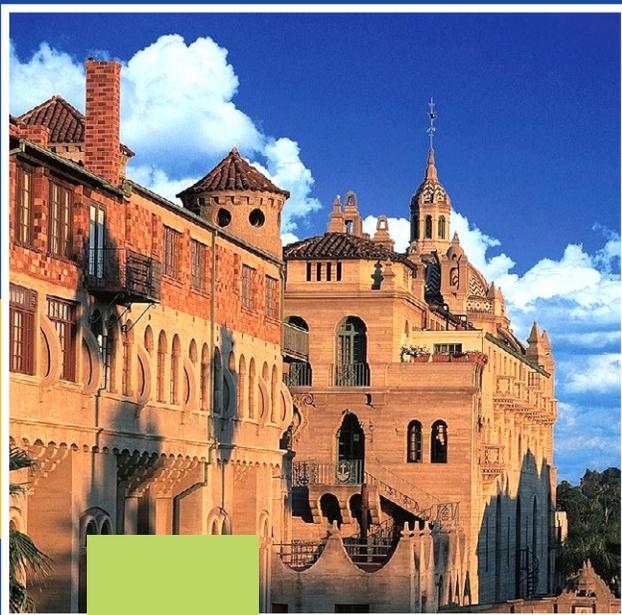
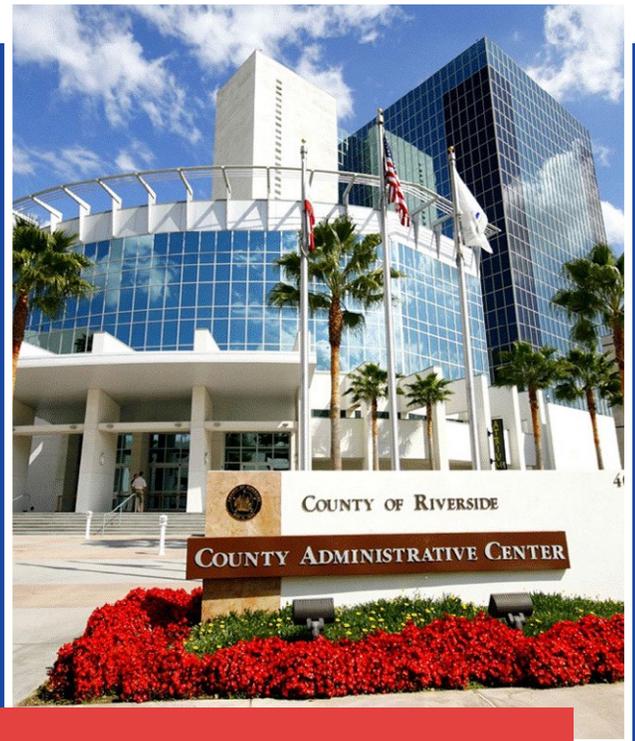
ABOUT THE COUNTY OF RIVERSIDE

With rivers, mountain peaks, deserts and fertile valleys, Riverside County offers diversity that few locations can match. More than two million people live in Riverside County, taking advantage of affordable housing, a multi-faceted environment of rolling hills, lakes, rivers, deserts, forests, the world class, award winning wine country near Temecula, and resorts. It has been one of the nation's fastest-growing counties for more than a decade.

California's fourth largest county by population is expanding its economy, working to make Riverside County as business friendly as possible and using health and recreation strategies to make the County a healthier place for residents. Each year, millions visit the County to take advantage of the glorious desert winter, attend the Riverside County Fair and National Date Festival, the Balloon and Wine Festival, the Palm Springs International Film Festival, the Coachella and Stagecoach mega-concerts, Festival of Lights, the Paribas Open at the Indian Wells Tennis Center and the Humana Challenge, the golf tournament formerly known as the Bob Hope Classic. All those, combined with a rich cultural heritage and frontier history, make Riverside County a great place live, work, or visit. The County's housing market continues to be among the most affordable in Southern California. Higher education institutions are abundant throughout the area, providing continuous educational opportunities for professional development.

COUNTY OF RIVERSIDE GOVERNMENT

Guided by a strategic vision created to provide and enhance needed services into 2030 and beyond, the County is progressive and proactive. County of Riverside government recognizes the value of a qualified and diverse workforce, making it a priority to build an organization that reflects the vibrant community it serves. The County's leadership consists of five members of the Board of Supervisors who serve as both the legislative and executive branches of the County government. They are elected by district, on a nonpartisan basis, to four-year staggered terms. There are no term limits. The Board Appointed County Executive Officer oversees the day-to-day activities of the County's agencies and departments. All five Supervisors will retain their seats until the next election in 2022. The County's core business includes law enforcement, prosecution, probation, parks, community development, public works, public health, public social services, the County hospital, fire, housing, and employment and administrative services. County of Riverside has more than 21,000 employees across over 40 departments and agencies. The 2020-2021 budget is \$6,796,564,463.



— MISSION STATEMENT —

Our mission is simple: to promote and protect the health of all county residents and visitors in service of the well-being of the community. It's all part of our vision for healthy people and a healthy community!

To learn about the County of Riverside, go to: <https://www.countyofriverside.us/>

THE POSITION

The County Executive Officer (CEO) is appointed by the Board of Supervisors and acts as agent of the Board in coordinating the administrative activities of the county government including analyzing and recommending the County budget; planning, organizing, and directing the work of the administrative office including administrative studies of county operations and procedures and preparing recommendations for the Board of Supervisors. The CEO is responsible to plan, organize, direct and evaluate the work of a technical and clerical staff; analyze and make recommendations on administrative and technical problems; prepare and present comprehensive reports and recommendations; establish and maintain effective relationships with public officials, administrators, employees and the public. The CEO shall enforce ordinances, orders, policies, and/or regulations as directed by the Board.



Essential duties include but are not limited to:

- Work closely with an engaged Board of Supervisors to ensure that administrative policies and programs are carried out by departments.
- Direct the analysis, evaluation, and preparation of annual and supplementary budget requests of all County departments and special districts, and recommendations to the Board.
- Direct the continuous review of County expenditures throughout the fiscal year to determine if such expenditures are necessary and in accordance with Board policy, especially in the current COVID-19 environment.
- Coordinate long term capital project programming.
- Plan, organize, and direct the work of the executive office. Assess processes, find efficiencies, and implement best practices.
- Analyze and recommend policies and procedures on a wide variety of administrative and budgetary subjects including projection of long-range systems needs for the County.
- Direct the planning, collection, analysis, and interpretation of data on departmental activities and systems, and coordinate administrative policy with departmental activities.
- Analyze and work with staff leadership on fiscal issues, budget constraints, and pension strategies, and articulate analysis and recommendations in layperson terms.
- Continue to build and develop relationships with partnering communities, local and state agencies, and other governmental agencies to bring the best resources and services to the County.

THE IDEAL CANDIDATE

The ideal candidate will be an honest, ethical, and confident decision-maker with a record of professional accomplishments that demonstrate his/her ability to effectively lead a large and diverse public sector organization. A proven record in strategic planning, sound fiscal/financial abilities, as well as building effective relationships with elected officials are essential. This challenging position requires a strong, visionary leader committed to quality improvement, customer service and performance management. The CEO will be a courageous executive able to negotiate difficult political waters, while remaining focused on organizational goals and is willing to make difficult decisions based on what is right for the County and its residents, while remaining apolitical. The successful candidate will possess a passion for public service, an appreciation for diversity, and keeps a focus on who services are provided for and the desired outcomes for the community.

Key Attributes and Characteristics

- The ability to deliver information and comprehensive research to the Board in a balanced and unbiased manner. Options and solutions will include different sides to an issue with strengths, weaknesses, opportunities, and risks for each alternative.
- An individual who possesses personal and professional integrity of the highest order, with an unblemished record as demonstrated in both the public and private life of the candidate.
- A track record of cultivating productive relationships with a Board of Supervisors or City Council, staff, external public agencies, the news media, organized labor, and the public.
- An individual who exhibits a calm, centered, and confident persona. An effective communicator and good listener who is approachable, and continually invests in and builds capacity of the people throughout the organization.
- A leader who inspires others to commit to the organization's ideals and to contribute their best through directing, coaching, leading by example, and building trust.
- An individual who motivates and collaborates with department heads and staff and who insists on a culture of respect, accountability, and transparency.
- The ability to communicate a clear vision and mission, and build consensus, with a demonstrated record of strategic, creative, and practical problem-solving abilities.
- A visionary and innovative leader and manager who has a record of working effectively with a variety of stakeholders in a political environment, who can manage change effectively, and is willing and able to make tough decisions when necessary.
- A demonstrated record of accomplishment in the development and maintenance of strong customer service in the delivery of public services.
- A proven record of assessing and evaluating departmental efficiencies to collaborate on improvements and positive change as needed.
- Be a solid, optimistic leader and role model with a positive presence; demonstrate initiative, be action oriented, exercise good judgment, and treat others with respect; be collaborative and approachable.

QUALIFICATIONS

- Bachelor's degree from an accredited college or university with major coursework in public or business administration, political science, economics, or related field.
- Master's degree desirable.
- 10-15 years of progressively responsible experience in a senior management or administrative capacity in public or a combination of public/private employment, involving responsibility for planning, organizing, and execution of varied work programs.
- Six to ten years of executive leadership experience supervising staff in the public sector.
- Knowledge of modern principles of public administration, organization, and management; modern office methods and procedures; administrative survey principles and techniques; principles and practices of governmental budgeting; current social, political, economic, and scientific trends; principles of effective public relations.
- Experienced in County and State procedures and compliance standards.

SALARY AND BENEFITS

The annual salary for the County Executive Officer is **\$262,921.10 - \$413,826.40**. Actual offer is based on qualifications including education and experience.

In addition to a competitive salary, the County offers an excellent benefits package that includes:

- Retirement: The County offers CalPERS Retirement for Classic Members (2% @60, employee contribution=7%) and New Members (2% @62, employee contribution=7.25%).
Note: Reciprocity may exist with other public retirement systems in California, please see the CalPERS website for additional information: <https://www.calpers.ca.gov/docs/forms-publications/change-retirement-systems.pdf>
- Medical/Dental Insurance: A flex benefit up to \$823 monthly is provided toward the cost of medical and dental benefits.
- Vision Service Plan: Provided at no cost to employee or eligible dependents.
- Post-Retirement Medical Contribution: \$256 per month is available for retirees' health insurance through the County.
- Deferred Compensation: Two voluntary deferred compensation 457(b) plans are available.
- Supplemental Retirement: County contribution of \$50 per pay period towards a 401(a) plan.
- Annual Leave: Biweekly Annual Leave Accrual earnings of 1 - 3 years = 8.92 hours; 4 - 9 years = 10.46 hours; 10 or more years = 12 hours.
- Holidays: 12 paid holidays per year.
- Car Allowance: \$550 per month.
- Bereavement Leave: Five days (three days are County paid, with two additional days that may be taken using accrued leave balances).
- Long-Term Disability: Benefit amount is 66.67% of the first \$15,000 of pre-disability earnings. A 30-day waiting period. The benefit can be coordinated with other available leave balances to provide up to 100% of pay.
- Life Insurance: \$50,000 term life coverage is paid by the County. Additional Supplemental Life Insurance is available for purchase.

Additional information can be found on the County's Human Resources website page: www.rc-hr.com

APPLICATION PROCESS AND RECRUITMENT

The final filing date for this position is Monday, December 7, 2020.

To be considered, please submit your cover letter with résumé, and a list of six professional references (who will not be contacted in the early stages of the recruitment). Résumés should reflect years and months of positions held, as well as the size of the previous organization you have managed or administered. Submit your materials to: <https://executivesearch.cpsshr.us/JobDetail?ID=1702>



Frank Rojas
CPS HR CONSULTING
916.471.3111
E-mail: resumes@cpsshr.us

Résumés will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the County. The most qualified candidates, as determined by the screening process, will be invited to participate in interviews with the County. Extensive reference and background checks will be completed on the selected candidate. For additional information about this position please contact Frank Rojas.