



THE COUNTY OF YOLO

Assistant County Administrative Officer

THE OPPORTUNITY

If you are an experienced government administrator with a passion for the work and a commitment to community, consider working in Yolo County with the benefits of a rural, small town atmosphere that also offers culturally diverse, well-educated and active urban communities. This is a unique opportunity as Assistant County Administrative Officer to work in a genuinely supportive environment where everyone works from a collaborative approach with service to the community (customer) as the top priority.



THE COMMUNITY

Yolo County was one of the original 27 counties when California became a state in 1850 and is now home to about 220,000 people. Much of the population lives in the County's four cities: Davis, West Sacramento, Winters and Woodland. Sacramento, the State Capital, is located 20 miles southeast of Woodland. Its close proximity to the Sacramento International Airport, as well as two

interstate highways, places Yolo County within a major transportation hub of the state. Traditionally, farming and ranching activities have played an important role in making Yolo County one of the leading agricultural producers in the nation.

There are excellent leisure-time and cultural opportunities in Yolo County and nearby Sacramento. The Woodland Opera House and Mondavi Center for the Performing Arts host a variety of high-quality events and there are several excellent amateur theater groups. For outdoor activities, there is whitewater rafting along Cache Creek, bicycling on scenic country roads, and fishing and water-skiing along the Sacramento River. West Sacramento is home to the Sacramento River Cats, a AAA professional baseball team, and there are numerous locally organized sporting activities for all ages, including softball, volleyball, basketball and soccer.

The County is home to the University of California, Davis with its 3,600-acre campus and a student population of more than 25,000. Other county education institutions include Woodland Community College and several excellent public-school districts.

Yolo County is governed by an elected five-member Board of Supervisors who serve four-year terms. The County is organized into functional areas including General Government, Health and Human Services, Law and Justice Services, and Planning and Public Works. With 6.9 employees per 1,000 residents, Yolo County provides services throughout the county playing three very different roles: (1) as a regional government, the County provides countywide services, including elections, criminal prosecutions and public health; (2) for the residents of the unincorporated areas, Yolo County provides all the municipal services a city would provide, including patrol services, trash collection, and

road maintenance; and (3) as a political subdivision of the State, the County provides state and federal services including child protective services, public assistance/self-sufficiency services, and mental health services.

THE COUNTY ADMINISTRATOR'S OFFICE

The County Administrator's Office implements the policies of the county organization as set by the Board of Supervisors, as well as providing executive management for county departments and agencies (over 1,500 positions). The County Administrator's Office (CAO) is responsible for translating the direction of the Board of Supervisors into action through its dynamic oversight of the delivery of all County services and countywide comprehensive strategic planning. Additionally, the CAO provides insight to the Board on issues of concern to the community as well as the efficient operation of the County and develops recommendations to assist the Board in addressing those issues. The CAO is responsible for the development, preparation and management of the annual recommended budget (just under \$500M); assistance with policy development; and participating in and coordinating with various local, regional and statewide organizations. The office is also responsible for the overall administration, management and support functions for the County, specifically Clerk of the Board, Economic Development, Intergovernmental Relations, Natural Resources, Office of Emergency Services (OES), Public Information and Tribal Affairs. The CAO invests in the vitality of the County's workforce to ensure excellent service to the community, as well as supports the County's overarching goals as identified in the Yolo County Strategic Plan: *Thriving Residents, Safe Communities, Sustainable Environment, Flourishing Agriculture, and Robust Economy*.

To learn more about the County organization, visit:

<https://www.yolocounty.org/Home/ShowDocument?id=2975>

THE POSITION

The Assistant County Administrative Officer (ACAO) reports to the County Administrative Officer (CAO) and assists in all areas of governmental



administration including policy, plans, procedures, organizational and operational matters, financial and legislative matters, and budget. The ACAO may also assume interim executive management of Departments, as needed.

Conceptually, the ACAO supports the County's Mission Statement and enhances services to the community through:

- Promoting leadership in agriculture, education and industry;
- Stimulating cooperation, partnerships and innovation;
- Efficiently and fairly allocating public resources;
- Delivering quality services;
- Using advanced technology;
- Celebrating diversity and heritage;
- Modeling continuous quality improvement;
- Customer-focused protocols;
- Organizational accountability;
- Supporting County Values which include Service, Performance, Integrity, Responsibility, Innovation, and Teamwork.

Key responsibilities of the ACAO include:

- Directing and coordinating the work of professional and administrative support staff involved in County administrative, operational, financial, technological, and diversified multi-disciplinary programs;
- Ensuring that the overall internal operations of the County function effectively, that County departments work collaboratively, and that the internal needs of County departments are met;
- Serving as advisor and sounding board to County Department Directors regarding approaches to problem solving, new initiatives, and/or politically sensitive matters;
- Communicating with other internal staff in a variety of circumstances;
- Analyzing data, interpreting policies, procedures, and regulations, developing persuasive conclusions, and preparing reports;
- Resolving conflicts and responding appropriately to concerns from County executive management, representatives from other public agencies, and members of the public;
- Establishing and achieving county goals and objectives;
- Making presentations to the Board of Supervisors and other groups;
- Training, evaluating and supervising assigned staff; and

- Traveling as a County representative, as determined by the County Administrative Officer.

Top Priorities for the ACAO include:

- Effective County Administrative Office management and support to County operations.
- Assisting County departments in determining how to adapt and modify services in response to the Coronavirus, including the short-term and long-term operational and financial impacts.
- Relationship building with County executive management in order to collaboratively address and resolve matters in a rapid and effective manner.
- Developing a recommended budget for FY 21/22 that is balanced and supports the County Strategic Plan.
- Supporting the implementation of the County Strategic Plan in a dedicated and consistent manner.

IDEAL CANDIDATE PROFILE

The ACAO will be a successful leader with executive management experience at the local government level, ideally from another county administrative office. The ideal candidate will have a depth and breadth of knowledge and experience with a broad range of government operations, including budget management, capital improvement, and human resources. Yolo County's next ACAO will listen with respect, offer ideas, and respond to requests with a desire to say "yes", even though the end result may look different than the original request. A collaborative approach that involves department heads in decision making is essential for success in this role. Key attributes also include the ability to build relationships and establish trust; self-confidence and the ability to make effective decisions and respond quickly; and excellent communication skills. Finally, the ideal candidate will continually develop executive managers, build a culture of confidence, and be someone who department heads can trust to maintain confidentiality and offer an objective opinion.



EDUCATION AND EXPERIENCE REQUIREMENTS

Education: A Bachelor's Degree or equivalent advanced education.

Experience: Five years of experience in which the person has demonstrated successfully the knowledge and skills necessary to develop, evaluate, and administer varied types of programs requiring large expenditures of funds and staff resources.

COMPENSATION AND BENEFITS

The current annual salary range for this position is **\$177,144 to \$215,320**. Actual salary placement will be made based on the qualifications of the selected candidate. In addition, an example of the benefits provided by the County includes:

Retirement – CalPERS 2.5% @ 55 – Classic¹ or 2% @ 62 for employees hired into a CalPERS agency for the first time after January 1, 2013. The County participates in Social Security and Medicare programs.

Health Benefits – The County offers twelve health plans (9 HMO's and 3 PPO's). Each employee currently receives a benefit package of \$2,120.58 monthly to purchase health, dental, and vision insurance; remaining balance paid to the employee as taxable earnings.

Life Insurance – The County provides a \$50,000 life and AD&D policy.

Auto Allowance – \$570 per month.

Deferred Compensation – The County provides \$500 each calendar year when a Department Head contributes a minimum of \$500.

Annual Leave Benefits – Holidays - 10.5 holidays per year, Floating Holidays - 40 hours, Administrative Leave - 80 hours, Vacation - starting at 80 hours (begins accruing after 13 bi-weekly pay periods) with increase to 104 hours after five years of service, Sick Leave - 96 hours.

Longevity Pay Differential – 2.5% at 10 years, 5% at 15 years.

¹ If you were you hired into a CalPERS or other public agency reciprocal system for the first time on or before January 1, 2013 and you have not had a break in employment from a CalPERS or other public agency of more than six months, you most likely have "Classic" member status.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Resume should reflect size (staff/budget) and scope of recent responsibilities, as well as years and months of beginning/ending dates of positions held. To be considered for this outstanding career opportunity, please submit your resume, cover letter, and six work-related references by **October 19, 2020** to: <https://executivesearch.cpsshr.us/JobDetail?ID=1692>

CPS HR  CONSULTING

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Following the initial review date, resumes will be screened in relation to the criteria outlined in this brochure and the consultant will interview candidates whose experience is deemed to most closely match the ideal candidate profile. The County will then select a small number of candidates to compete as finalists in an interview process. It is anticipated that an appointment will be made following thorough reference and background checks.

