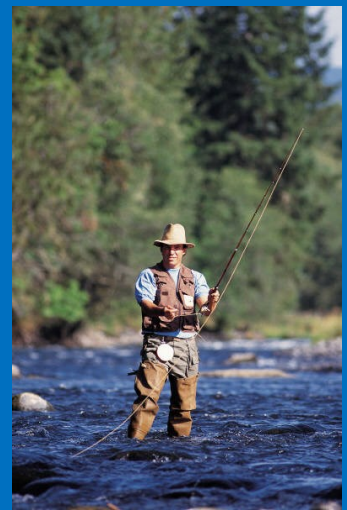


The County *of* Calaveras



Invites you to apply for



County Administrative Officer

\$179,192 annually

Final Filing Date:

Wednesday, November 30, 2016

The County *of* CALAVERAS

The County of Calaveras was created in 1850 as one of California's original counties. The historic gold-rush towns in Calaveras County offer a glimpse into California's diverse past and provide modern day residents and visitors with recreational activities year round. Our four seasons offer fishing, hunting, biking, camping, water sports at nine public access lakes from large reservoirs to small mountaintop lakes, snow sports including world class skiing, caves, golfing at six beautiful championship courses, quaint towns, a wide variety of restaurants, museums, art, wineries, historical landmarks and much more.

With a population of over 48,000 residents Calaveras County encompasses 1,000 square miles stretching from the north central valley to the Sierra Nevada mountains. There are no freeways or interstates in Calaveras County. Historic Highway 49 runs through the county connecting its towns and people. Sacramento is just 75 miles to the northwest, San Francisco is 135 miles to the west and Yosemite is a beautiful 2 hour drive southeast. Angels Camp is the only incorporated city and is famous for being the setting of Mark Twain's short story "The Celebrated Jumping Frog of Calaveras County."

Calaveras County is a general law county, with 18 departments (appointed and elected) and employs approximately 550 full-time people, 130 extra-hires and over 400 volunteers to serve its diverse population. The annual budget is \$158 million and is governed by a five member Board of Supervisors, whose members are elected to serve four-year terms. The Board serves as the legislative body for Calaveras County and provides policy direction for all branches of County Government, including the County Administrative Office.



The Department

The Administrative Office is responsible for providing coordination and direction of work within all County offices and departments both elective and appointive, provides analysis and recommendations for the County budget; conducts administrative studies of County operations and prepares recommendations for the Board of Supervisors.

- The FY 16/17 all funds budget is over \$158 million, with over \$63 million representing the General Fund.
- Direct responsibility for: Human Resources & Risk Management, Information Technology Services, Airport, Archives/Museum, Public Access TV, Building and Grounds, Capital Improvement Projects, and Purchasing.
- Responsible for preparation of the County budget, review of departmental budget requests, and budget recommendations.
- Prepares and presents staff reports and recommendations to the Board of Supervisors on a wide range of issues.
- Negotiates and oversees grants and a wide variety of contracts with vendors, community agencies and public entities.

The Position

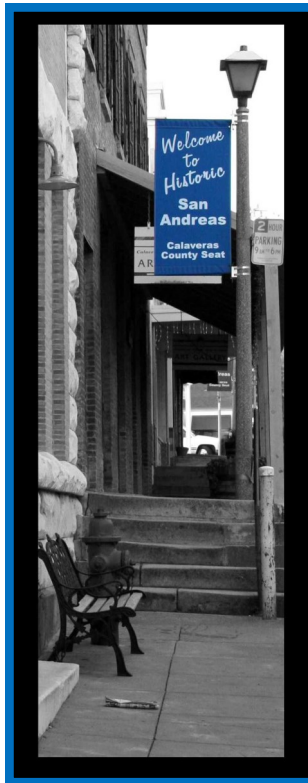
The County Administrative Officer is the top management position in the County and is appointed by, represents and serves at the pleasure of the Board of Supervisors. The CAO will provide administrative direction and coordinate the work of all County Offices and departments, both elective and appointive; will analyze and recommend the County budget; will conduct administrative studies of County operations and prepare recommendations for the Board of Supervisors.

The County Administrative Officer plans, organizes, directs, and reviews the activities of the Administrative Office; and provides highly responsible and complex administrative support to the Board of Supervisor. This will require initiative, judgment, discretion and ability to make independent decision within established policies and procedures set forth by the Board and Federal, State and County laws, ordinances, and regulations.

Challenges and Opportunities

Calaveras County is in a state of recovery and growth. The County Administrative Officer will play a key role in the day-to-day operations and will face the following additional challenges:

- **Butte Fire Recovery:** Declared both a State and Federal disaster. Collaboration and compliance with Cal-OES and FEMA for FMAG/HMGP grant funding documentation requirements and processes needed to hire consultants, specialists and contractors.
- **Tree Mortality:** Task force established to launch tree removal and disposal efforts of dead or dying trees. Cal Fire declared that over 600,000 trees have died on private and public lands in the County as a result of extreme drought and bark beetle infestations.
- **Medical Cannabis Cultivation Registration Program:** Urgency ordinance adopted May, 2016, allowing regulated medical cannabis cultivation and commerce within the County. Departments are gearing up with additional staff and developing systems necessary to track and enforce compliance.



Equivalent to graduation from an accredited four year college or university with a degree in public or business administration, political science, public policy, finance or related field. A Master's degree is highly desired.

While broad knowledge and skills covering all major areas of public administration is assumed, the issues and priorities facing the County demand particular, demonstrated expertise in the following areas:

- Initiative, judgment, discretion and ability to make independent decisions within established policies and procedures set forth by the Board and Federal, State and local laws, ordinances and regulations.
- Proactive, adaptive, energetic and creative problem-solving with a strong commitment to the County's rural community character;
- Strategic orientation and ability to anticipate issues and problems;
- Excellent written and oral communication skills;
- Positive employer-employee relationship skills;
- Focus on both internal and external customer service;
- Being a team player in serving as a leader in the County;
- Project management skills and demonstrated vigilance in following projects through to completion;
- Understanding of information technology as it relates to public administration;
- Comfort in working collaboratively with elected officials, community groups, stakeholder agencies, and the public;

The Ideal Candidate

Our new CAO will be a collaborative and progressive leader who develops and maintains positive relationships with department heads, elected officials and the various constituents with whom s/he will interact.

The successful candidate will have a strong inclination for results, yet relies 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. An adaptable, energetic, and creative problem solver, who can balance the broad array of unique challenges within this environment, will provide the ideal profile.

This position requires seven years of progressively responsible local government administrative experience involving budget analysis and control, financial and fiscal planning, organizational systems or procedures and program analysis work, including at least three years in an executive level capacity. Three years of the required experience must have been with County government.

Application and Screening Process

Candidates must submit the following:

- County application,
- Resume
- Letter of interest

The complete application packet must be received in the Human Resources Department by 5:00 pm on **Wednesday, November 30, 2016**. Following the closing date, application packets will be screened for minimum qualifications and desirable traits outlined in the job announcement. Candidates with the most relevant qualifications will be given a preliminary interview and finalists will be invited to a selection interview.

Benefits

The County offers a comprehensive benefits plan including medical, dental, vision, life and long term disability, paid vacation, sick leave and management time off. The County does not pay into Social Security. Permanent employees are members of the California Public Employees Retirement System (Cal-PERS).

- CalPERS formula is based on your standing with CalPERS.
- Deferred Compensation Plan (457b) - Optional tax-deferred income plan includes a County matching contribution of up to \$25 a month.
- Vacation—80 hours each year up to 3 years; 120 hours each year up to 9 years; 160 hours each year after 10 years of service.
- Holidays - 13 paid days per year.
- Sick Days—12 days annual sick leave accrual with unlimited accumulation.
- Management Time Off (MTO) - 40 hours per year
- Section 125 Benefit Plan: Medical and Dependent Care Flex Spending, Alternate Insurances: Heart & Stroke, Cancer, Accident, additional Life Insurance and Pet Insurance.
- Life/AD&D Insurance—\$50,000 (premium paid by County).
- Longevity—2.5% increase in pay for 6, 10, 15, 20, and 25 years of service.



This announcement may be downloaded from the
COUNTY OF CALAVERAS at
www.co.calaveras.ca.us

*The County of Calaveras is an
Equal Opportunity Employer*

Please submit your completed application packet to:

**Calaveras County
Human Resources & Risk Management
Suite 29**

**891 Mountain Ranch Road
San Andreas, CA 95249**

Phone: (209) 754-6303

Fax: (209) 754-6333

**Contact: Judy Hawkins or Deborah Schoeman
jhawkins@co.calaveras.ca.us
dschoeman@co.calaveras.ca.us**