

The County of Yolo
INVITES APPLICATIONS FOR
Assistant County Counsel

\$146,496—\$178,068 annually plus an excellent benefits package



The County of Yolo

The County of Yolo is one of California's original 27 counties and operates under General Law. The 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. The adopted County budget for 2014-2015 is approximately \$320 million and allocated staff is 1,450.

Yolo County is home to over 202,000 people. Nearly 85% of the population lives in the County's four cities: Davis, West Sacramento, Winters and Woodland. Sacramento, the State Capitol, is located 20 miles southeast of Woodland. 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. 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.

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.

The Department

The Office of the County Counsel is the legal advisor for the County, including the Board of Supervisors and County Officers, departments, and affiliated agencies (including many special districts). The Office represents the County in all civil law matters, prepares ordinances, resolutions, and contracts, and works collaboratively with other County departments to implement Board policies and further the County's mission. The Office provides legal advice in an objective and direct manner that enables others within the organization to make informed decisions and understand associated risks. In addition to the County Counsel, the Office has an experienced team of seven attorneys and two administrative support staff.



The Position

The Assistant County Counsel is appointed by the County Council to assist in all aspects of the administration and management of the Office. Such responsibilities include working collaboratively with the County Council to organize, supervise, and evaluate the work of attorneys and office staff; supporting the professional development of attorneys and staff; assisting in the preparation and maintenance of the Office budget; and contributing to the development and implementation of departmental goals, policies, and procedures. The Assistant County Counsel also performs a range of complex legal assignments and represents the Office on and before various boards, commissions, and committees.

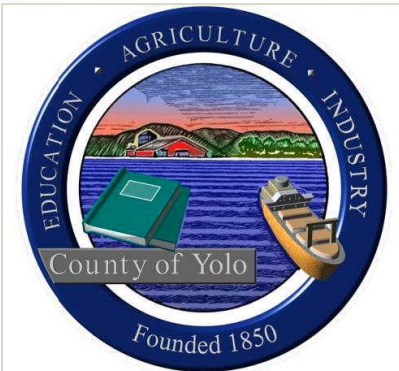
Candidate Background and Credentials

The minimum qualifications for this position are five (5) years of increasingly responsible experience as an attorney. Extensive local government law experience and supervisory or management experience are preferred but not required. An active membership in the State Bar of California is also required.

The Ideal Candidate

In addition to minimum qualifications described above, the ideal candidate will be an accomplished attorney with the demonstrated ability to represent clients in a collaborative, creative, and effective manner. The ideal candidate will possess the following specific characteristics:

- Experience in a wide range of practice areas and in advising elected boards and commissions in a thoughtful and practical manner.
- Solid interpersonal skills, a commitment to client service, and a positive attitude.
- A solid understanding of the proper role of the Office of the County Counsel in legal, policy, and administrative matters typically associated with county government.
- Clear and effective communication skills, strong analytical skills, and sound judgment.
- A high level of integrity and unquestionable ethics.



Compensation Package

The County of Yolo offers a competitive total compensation package. The current annual salary range for this position is \$146,496 - \$178,068. The 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 for classic members; employees contribute 8% of salary toward retirement. (New members: 2% @ 62; employees currently contribute 6.25%) The County Participates in Social Security and Medicare programs

Health Benefits - The County offers nine health plans (6 HMO's and 3 PPO's). Employees currently receive a benefit package of \$20,454 annually 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

Deferred Compensation - The County provides \$500 each calendar year when an Assistant Department Head defers \$500

Sick Leave: 8 hours per month

Vacation Leave: 80 hours per year (1st year through 3rd year); 120 hours after 3 years of employment

Administrative Leave: 40 hours per year

Holidays: 10.5 holidays per year; additional 32 hours each year for floating holidays

County Disability Insurance: Eligible for short-term disability benefit at 75% of salary

Employee Assistance Program: Confidential counseling program with up to 6 visits each year

How to Apply

To apply for this exciting career opportunity, please submit your cover letter and detailed resume to:

Jenny Brown, Personnel Analyst
County of Yolo Human Resources
625 Court Street, Room 101
Woodland, CA 95695

Or send via email to jenny.brown@yolocounty.org

Should you have any questions with regard to your own interest, or a recommendation of a colleague, please contact Jenny Brown, at (530) 666-8328. The deadline to apply for this position is Friday, February 20th, 2015. Resume submissions will be reviewed in accordance with the criteria outlined in this brochure and candidates with the most relevant qualifications may be contacted for additional discussion and screening. After all applications have been screened, candidate interviews are scheduled to proceed in early March 2015.

Yolo County is an Equal Opportunity Employer