



County of Yolo

INVITES APPLICATIONS FOR

Clerk-Recorder/Registrar of Voters/Assessor

\$146,053 annually plus an excellent benefits package



THE COUNTY OF YOLO

Located in the rich agricultural regions of California's Central Valley and the Sacramento River Delta, Yolo County is bordered by the counties of Sacramento, Solano, Napa, Lake, Colusa, and Sutter.

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 County is seeking a skilled leader for the position of Clerk-Recorder/Registrar of Voters/Assessor to plan, organize, manage, and direct the three divisions of the Department: Assessor, Clerk-Recorder, and Elections. The candidate selected for this position will hold office until the current term ends on December 31, 2018.

The Assessor's division is responsible for functions such as the appraisals of all real and personal property in the County, maintaining records on business and real property characteristics and sales, and preparing the local assessment roll.

The Clerk-Recorder's division is responsible for the processing and maintaining of records such as official documents affecting Real Property, Marriage, Birth, and Death certificates, and other official licensures/statements.

The Elections division conducts all federal, state, county, school district, and special district general and special elections.

With 45 full time employees as well as numerous elections division seasonal employees, the Department manages a 2015-16 budget of nearly \$7 million.

THE POSITION

The following is an example of duties that the incumbent will perform in support of the Department/divisions above:

- Manages the development and implementation of Department goals, objectives, policies, and priorities for each assigned service area to be aligned with the countywide strategic plan initiatives.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work loads, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; and directs the implementation of changes.
- Represents the Department to other County departments, elected officials and outside agencies; explains and justifies

Department programs, policies, and activities; negotiates and resolves sensitive, significant and controversial issues.

- Manages and participates in the development and administration of the Department budget; directs the monitoring of and approves expenditures; directs the preparation of and implements budgetary adjustments as necessary; establishes, within County policy, appropriate service and staffing levels; and allocates resources accordingly.
- Participates on a variety of committees; attends and participates in professional group meetings; stays current on new legislation, trends, and innovations in the field.

THE IDEAL CANDIDATE

The ideal candidate will be a proven leader well versed in Federal, State, and Local laws and modern management practices. It is essential the selected individual have a reputation of ethical, impartial and unbiased decision making. Previous experience in one or more of the functional areas (Clerk-Recorder, Elections, Assessor) is desired. Demonstrated fiscal expertise is also desired.

The Board also seeks a skilled communicator who is able to relay information concerning the Department's goals, objectives and needed resources. The new Clerk-Recorder/Registrar of Voters/Assessor will be an innovative problem solver, accessible to the public, sensitive to the needs of a culturally diverse community, demonstrate accountability for the services provided by the Department, and be committed to making Department services easier for the public to access. The selected candidate will be dedicated to up-to-date practices and legal changes, encourage quality and customer service oriented work and be an active community participant.

The Clerk-Recorder/Registrar of Voters/Assessor will need to be a strategic thinker who is proactive and adept

and will be an enthusiastic and dedicated professional who demonstrates a willingness to collaborate with the Board,

POSITION REQUIREMENTS

The selected candidate will have one year after appointment to acquire permanent certification as an Appraiser by the California State Board of Equalization (BOE), and must obtain a temporary appraiser's certificate within thirty days of their start date. As such, candidates should review their education and experience to ensure they meet the BOE requirements. The incumbent will also be expected to register to vote and establish residency within Yolo County by the time of appointment, if they are not already a Yolo County resident.

SUPPLEMENTAL QUESTIONS

In addition to submitting a cover letter and a detailed resume, please submit a written response to the following questions:

1. Describe your experience/background as it relates to the Department's divisions (Clerk-Recorder, Elections, Assessor). How has your experience and background prepared you for this role?
2. What strengths or characteristics do you bring to the position that will enable you to effectively engage our culturally diverse community, as well as the youth population?
3. Briefly highlight what the first 100 days following appointment would look like if you are the successful candidate.

Making a difference by enhancing the quality of life in our community.

HOW TO APPLY

To apply for this exciting career opportunity, please submit your cover letter, a detailed resume, and written responses to the supplemental questions to:

Jenny Brown, Personnel Analyst

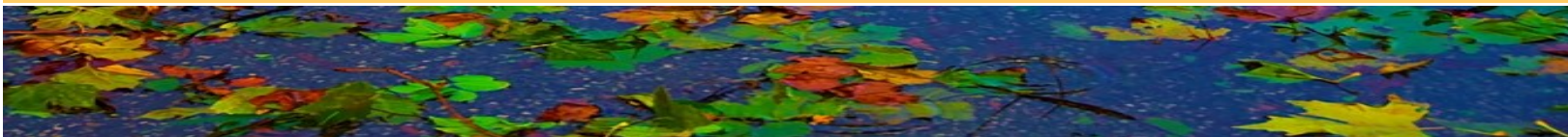
County of Yolo Human Resources

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, March 4th, 2016. All application materials will be presented to the Board of Supervisors at a public meeting scheduled for March 22, 2016. Candidate interviews are scheduled to proceed on April 5, 2016.



COMPENSATION PACKAGE

The County of Yolo offers a competitive total compensation package. The current annual salary range for this position is 146,053. 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% of salary toward retirement.) 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 \$25,454 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

Auto Allowance - \$570 per month

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

Holidays: Yolo County has 10.5 paid holidays each year.

County Disability Insurance: Eligible for short-term disability benefit at 85% of salary

Employee Assistance Program: Confidential counseling program with up to 6 visits per incident.

For additional information, please visit www.yolocounty.org