

COUNTY OF YOLO
INVITES APPLICATIONS FOR
Chief Budget Official



County of Yolo

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

The County of Yolo

Yolo County, California, with a population of just over 215,000, is a naturally beautiful and richly diverse county. It is one of the leading agricultural producers in the nation with 661,000 acres that are used primarily for farming and ranching. The Capay Valley is one of the leaders in the nation for organic farming.

While agriculture is Yolo County's primary industry, nearly 85% of the County's population lives in the four cities of Davis, West Sacramento, Woodland, and Winters. It is an increasingly diverse county with 22% of the population born outside the United States.

An abundance of academic and cultural resources are located within the County, such as the University of California, Davis with 35,000 acres and the Mondavi Center for the Performing Arts, a world-class performance center and concert hall.

Recreational activities include whitewater rafting and kayaking along Cache Creek, bicycling on scenic country roads and bike paths, and fishing and water-skiing along the Sacramento River. The Sacramento Rivercats baseball team is located in West Sacramento and the nearby Golden One Center is home to the Sacramento Kings basketball team.

The County seat is located in Woodland, which is just 20 miles northwest of the State Capitol of Sacramento. Its proximity to the Sacramento International Airport and two major highways places Yolo County within a major transportation hub, as well as within two hours driving distance to the San Francisco Bay Area, Napa-Sonoma wine region, and the pristine mountains and ski resorts of Lake Tahoe and the Sierra Nevada.

Yolo County is committed to the preservation of open space, habitat and historical resources including water and agricultural resources. Complementing County efforts to preserve its farming and open space heritage, the County is keeping natural resources conservation high on its priority list. Yolo County aims to safeguard agriculture and open space, while creating more nature preserves and educational opportunities.

Yolo County is one of California's original counties and operates under General Law. The County is governed by an elected Board of Supervisors consisting of five members. The County is organized into functional areas such as: General Government (which includes the Library and the County Archives and Records Center); Law and Justice Services; Health and Human Services; and Community Services.

YOLO COUNTY CORE VALUES

- Service
- Performance
- Integrity
- Responsibility
- Innovation
- Teamwork



The Department

The Department of Financial Services is responsible for receiving, investing, safeguarding and distributing money for the County and related agencies. The Department operates five divisions which include:

Accounting & Financial Reporting - The Accounting & Financial Reporting Division is responsible for disbursements, general ledger, financial reporting, district accounting, tax accounting, cost accounting and budgetary compliance.

Financial Planning - The Financial Planning division is responsible for long-range planning, budget development, fiscal policy development and economic development support.

Internal Audit - The Internal Audit division is responsible for internal audits, risk assessments, compliance monitoring, special reviews and consulting services.

Procurement - The Procurement division is responsible for procurement standards, purchasing, spend analysis and strategic sourcing.

Treasury & Revenues - The Treasury and Revenues division is responsible for cash management, banking, investments, financing, debt management and capital investment analysis and revenue management including tax collection and fee collection.

Click [here](#) to view our current organizational chart.

The Position

Under direction of the Chief Financial Officer, acts as the principal administrator in the preparation of the County budget; collaborates with the County Administrator to develop budgetary goals, principles and objectives; develops and maintains the County's long-term financial plan; reviews fiscal operations, practices and internal controls and makes recommendations for improvement; participates in the development and implementation of policies and procedures affecting the County budget and financial planning; and serves as a subject matter expert in government operations related to budget and fiscal policy development.

The Chief Budget Official is responsible for managing the Financial Planning section within the Department of Financial Services and providing a broad range of strategic and administrative duties, such as coordinating the development and monitoring of the County's budget; establishing and maintaining a variety of budgetary and financial policies and procedures; conducting complex and technical analysis of financial and economic data, and providing support to County departments.

The Position Continued...

The following duties are typical of those performed in this classification; however, other duties may also be required.

- Direct, coordinate and manage annual budget preparation and monitoring; review budget documents, forms and presentations with justifications; and perform advanced or managerial budget preparation and analytical work. Ensure coordination of budgeting procedures, preparation, and reporting.
- Consult with departments on issues related to budget preparation, analysis, and review; analyze and review departmental budget requests, provide recommendations and alternative solutions to departments. Serve as a liaison between departments, the County Administrator's Office, the Department of Financial Services, and the Board of Supervisors as necessary.
- Direct, coordinate and manage County fee setting process; review submitted fees; and perform analysis and compilation of fees for Board adoption.
- Develop annual and multi-year revenue and expenditure forecasts; use statistical and quantitative analysis to ensure accuracy of forecasts and projections; monitor national, state and local economic conditions and analyze the impact on County finances; provide alternative budget scenarios for management review and consideration; recommend budget actions and solutions and finalize budgets consistent with County practices.
- Consult with management staff in the formulation of fiscal and administrative policies; develop, implement, and maintain policies and procedures. Provide positive leadership, supervision and technical direction to professional staff in support of department goals and operations; act as a primary resource regarding County systems, organization, operations, and services.
- Prepare highly detailed and comprehensive reports to clearly communicate findings and recommendations to the specific needs and concerns of the County; make presentations to the County Administrator, Department Leadership, Board of Supervisors and other County and community groups.
- Maintain expertise in current methods of public sector budgeting and finance, including industry standards and best practices as recommended by advisory groups and associations; monitor current events and changes to laws, standards, rules and regulations and analyze the effect on the County's fiscal operations and services; prepare reports with updates, analyses and recommendations; and represent the County's interests.

QUALIFICATIONS

The ideal candidate will possess several years of experience developing the annual budget for a public sector organization or large department; have demonstrated experience planning and coordinating complex projects and assignments across multiple departments or sections; be able to clearly communicate complex and technical information both verbally and in writing; and form productive working relationships with staff at all levels, including department heads, County management and elected officials.

To be eligible, candidates must possess a Bachelor's Degree or higher (Master's Degree preferred) from an accredited college or university with major course work in Accounting, Finance, Economics, Business Administration, Public Administration or a closely related field; and have five (5) years of fiscal, budget or professional accounting experience, including at least two years of supervisory experience. To view the class specifications for this position, please click [here](#).

The Compensation Package

The County of Yolo offers a competitive total compensation package. The current annual salary range for this position is \$107,122—\$130,203 annually. The salary placement will be made based on the qualifications of the selected candidate. In addition, the benefits provided by the County include the following:

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: Employees currently receive a benefit package of \$20,447 annually to purchase health, dental, and vision insurance. The County requires all employees to enroll in both the dental and vision plan.

Life Insurance: The County provides a \$25,000 Life Insurance policy

Deferred Compensation: The County provides a \$350 match each calendar year when the employee contributes \$350

Sick Leave: 8 hours per month

Vacation Leave: 80 hours per fiscal year; 104 hours after 5 years of employment

Administrative Leave: 40 hours per fiscal year

Floating Holidays: 32 hours per fiscal year

Holidays: 10.5 holidays per year

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

How to Apply

The deadline to apply for this position is Friday, August 9, 2019.

To apply for this exciting career opportunity, please submit a detailed resume and letter of interest that highlights the following:

- Experience in developing and managing budgets;
- Size and scope of the annual budget for which you had direct responsibility;
- The number of staff directly supervised.

Please submit your application to:

Vanessa Lee, Personnel Analyst
County of Yolo Human Resources
Court Street, Room 101
Woodland, CA 95695

OR

Send via email to vanessa.lee@yolocounty.org

Candidates with the most relevant qualifications will be contacted for additional discussion and screening. Candidate interviews are tentatively scheduled for August 2019.