

# COUNTY OF YOLO

INVITES APPLICATIONS FOR

## Assistant County Counsel



**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; Law and Justice Services; Health and Human Services; and Community Services.

## YOLO COUNTY CORE VALUES

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



# The Position

## 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 nine attorneys and two administrative support staff. The Office environment is professional, highly collegial, and service-oriented, with a focus on producing excellent work and sustaining strong client relationships.

## THE POSITION

The Assistant County Counsel is appointed by the County Counsel to assist in all aspects of the administration and management of the Office. Such responsibilities include working collaboratively with the County Counsel 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 QUALIFICATIONS

A candidate must have at least five years of increasingly responsible experience as an attorney. Active membership in the State Bar of California is also required. Extensive local government practice experience and supervisory experience are preferred but not required.

## THE IDEAL CANDIDATE

In addition to the 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, emotional intelligence, 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.

Specific responsibilities and client assignments will depend upon the experience and interests of the selected candidate, as well as the evolving needs of the Office.

# The Compensation Package

The County of Yolo offers a competitive total compensation package. The current salary range for this position is **\$163,329—\$198,528**. 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:** The County requires all employees to enroll in both the dental and vision plan. Effective January 1, 2020:

- ◆ If ANY health coverage is elected, County total contribution to remain at 90% of lowest cost CalPERS HMO; any cash remaining after paying health, vision, and dental premiums will be distributed as taxable wages.
- ◆ If NO health coverage is elected, Cash in-lieu is \$1,250/mo (\$15,000/yr); vision and dental premiums will be deducted from this amount. Additionally, the County will contribute \$5k annually (pro-rated per pay period) to deferred compensation to active full-time employees hired prior to January 1, 2020.

**Life Insurance:** The County provides a \$50,000 Life and AD&D Policy

**Deferred Compensation:** The County will contribute a \$500 match each calendar year.

**Sick Leave:** 8 hours per month

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

**Administrative Leave:** 80 hours per fiscal year

**Floating Holidays:** 40 hours per fiscal year

**Holidays:** 10.5 holidays per year

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

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

## How to Apply

**The deadline to apply for this position is Friday, October 18, 2019.**

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

Renee Croswell, Senior Personnel Analyst  
County of Yolo Human Resources  
625 Court Street, Room 101  
Woodland, CA 95695

OR

Send via email to [renee.croswell@yolocounty.org](mailto:renee.croswell@yolocounty.org)

Should you have any questions with regard to your own interest, or a recommendation of a colleague, please contact Renee Croswell at (530) 666-8064. Resume submissions will be reviewed in accordance with the criteria outlined in this job announcement 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 late October or early November.

