

COUNTY ADMINISTRATOR



THE COUNTY

Yolo County, home to over 220,000 people, was one of the original 27 counties when California became a state in 1850. The majority of the County's population live within its four cities: Davis, West Sacramento, Winters, and Woodland. The state capitol, Sacramento, is located just 20 miles southeast of Woodland, and its proximity to the Sacramento International Airport, as well as two interstate highways, places Yolo County within a major transportation hub. Farming and ranching activities have also played an important role in making the County one of the leading agricultural producers in the nation.

The County offers excellent activities and cultural opportunities, including events at the Woodland Opera House and Mondavi Center for the Performing Arts. There are many outdoor adventures, including whitewater rafting along Cache Creek, bicycling on scenic country roads, and fishing and water-skiing along the Sacramento River. The City of West Sacramento is also home to the Sacramento River Cats, a AAA professional baseball team, and there are many locally organized sporting activities, including softball, basketball, soccer, and volleyball.

The County provides many educational opportunities, both public and private, from small, rural K-8 schools to the urban model of elementary and middle schools. High schools within the County have attained scholastic, athletic, and extra-curricular success and enjoy strong community support. In addition to the University of California at Davis, the County is home to the Woodland Community College and Cambridge Junior College, with California State University, Sacramento within easy commuting distance.

Yolo 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. With 6.9 employees per 1,000 residents, Yolo County provides services throughout the County playing three very different roles:

1. As a regional government, the County provides services, including elections, criminal prosecutions, and public health.
2. For the residents of the unincorporated areas, Yolo County provides all the municipal services a city would provide, including patrol services, trash collection, and road maintenance.
3. As a political subdivision of the State, the County provides state and federal services including child protective



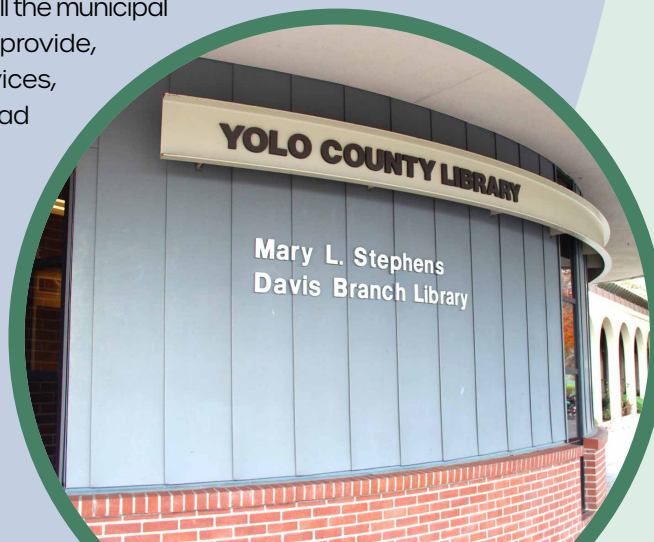
services, public assistance/self-sufficiency services, and mental health services.

The County is supported by a FY 2020-21 budget of approximately \$540 million and more than 1,600 full-time equivalent positions. The 2020-2025 Strategic Plan guides Yolo County and enables the organization to operate with a unified perspective. The County's adopted core values are service, performance, integrity, responsibility, innovation, and teamwork. The County has Strategic Plan Goals of having thriving residents, safe communities, a sustainable environment, flourishing agriculture, and a robust economy. For the next five years, the Yolo County Board of Supervisors will use the Plan to align goals and actions, set policies, and prioritize funding and resources.

THE POSITION

The County Administrator's Office implements the policies of the County organization as set by the Board of Supervisors and provides executive management for County departments and agencies. The County Administrator's Office (CAO) is responsible for translating the direction of the Board of Supervisors into action through its oversight of the delivery of all County services and countywide strategic planning. Additionally, the CAO provides insight to the Board on issues of concern to the community as well as the operation of the County and develops recommendations to assist the Board in addressing those issues.

The CAO is responsible for the development, preparation, and management of the annual recommended budget; assistance with policy development; and participating in and coordinating with various local, regional, and statewide organizations. The Office is also responsible for the overall



administration, management, and support functions for the County, specifically Clerk of the Board, Economic Development, Intergovernmental Relations, Natural Resources, Office of Emergency Services (OES), Public Information, and Tribal Affairs. The CAO invests in the County's workforce to ensure excellent service to the community, and support of the County's overarching goals.



The County Administrator will coordinate the work of all County offices and departments in matters of concern and responsibility of the Board of Supervisors; direct the analysis and evaluation of annual budget requests for all County departments; and attend meetings of the Board of Supervisors and make recommendations on administrative and budgetary matters. The Administrator also:

- Acts as an agent of the Board of Supervisors for the administration of County offices, departments, and institutions;
- Directs the preparation of budget recommendations to the Board of Supervisors;
- Directs the continuous review of County expenditures throughout the fiscal year;
- Selects and evaluates the performance of assigned staff;
- Recommends the appointment of department heads;
- Evaluates in writing the performance of appointive department heads on an annual basis;
- Analyzes and recommends policies and procedures for the orderly conduct of the County's administrative affairs;
- Directs surveys and studies on a wide variety of administrative and budgetary subjects and makes recommendations to the Board;
- Directs the collection, analysis, and interpretation of data on departmental activities and coordinates administrative policy with departmental activities;
- Directs the implementation, maintenance, and enforcement of County personnel policies and practices as prescribed by the Board of Supervisors;
- Represents the Board of Supervisors, as assigned, in relationships with other governmental agencies;
- Conducts special studies or assignments as the Boards of Supervisors may direct; and
- Does related work as required.



THE IDEAL CANDIDATE

The County of Yolo is seeking an approachable, responsive, engaged, and innovative County Administrator. The ideal candidate will be a successful leader with executive management experience and will work to protect and promote agriculture within the County. They will have a high political acumen and possess excellent presentation skills. A candidate with a depth and breadth of knowledge and experience with a broad range of government operations is sought.

The successful candidate will listen with respect, offer creative ideas, and has a desire to "roll up their sleeves". A collaborative approach that involves department heads in decision making is essential for success. Key attributes also include the ability to build relationships; excellent communication skills, both orally and in writing; and build the bridge between staff and the Board of Supervisors. The new County Administrator will continually develop executive managers, build a culture of trust, and will win the confidence of department heads by maintaining confidentiality while offering an objective opinion.

The County seeks a County Administrator who will be committed to the community and who nurtures an environment of trust. Candidates with a demonstrated ability to problem solve and engage in critical and analytical thinking are sought. The ideal candidate will build strong relationships with the community and staff and will work collaboratively with other agency partners.

Robust interpersonal skills, strong values, and a high degree of integrity is valued.

Qualified candidates possess a Bachelor's Degree in Public Administration, Business Administration, Government, Political Science, or a closely related field, and seven (7) years of increasingly responsible experience in City or County government with at least three (3) years of experience in a County at a senior management level or equivalent experience in a relevant setting. A Master's Degree in Public Administration is desirable.

COMPENSATION

The salary for the County Administrator is competitive and negotiable and will be based on experience and qualifications of the selected candidate. The County also offers an outstanding benefits package, including:

Retirement – CalPERS 2.5% @ 55 – Classic or 2% @ 62 for employees hired into a CalPERS agency for the first time after January 1, 2013. The County participates in Social Security and Medicare programs.

Health Benefits – The County offers twelve health plans (9 HMO's and 3 PPO's). Each employee currently receives a benefit package of \$2,120.58 monthly 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 contributes a minimum of \$500.

Annual Leave Benefits – Holidays – 10.5 holidays per year, Floating Holidays – 40 hours, Administrative Leave – 80 hours, Vacation – starting at 80 hours (begins accruing after 13 bi-weekly pay periods) with increase to 104 hours after five years of service, Sick Leave – 96 hours.

Longevity Pay Differential – 2.5% at 10 years, 5% at 15 years.

TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

www.bobmurrayassoc.com

**Filing Deadline:
January 16, 2022**

Following the filing deadline, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. Candidates will be advised of the status of the recruitment following finalists' selection. Finalist interviews will be held with the County of Yolo. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval.

If you have any questions, please do not hesitate to call Gary Phillips at:

(916) 784-9080

