

COUNTY OF YOLO

CHIEF BUDGET OFFICIAL

DEPARTMENT OF FINANCIAL SERVICES



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

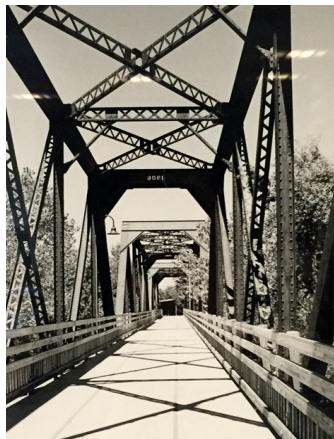
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ABOUT US

THE COUNTY - 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. The County seat is located in Woodland, which is just 20 miles northwest of the State Capitol of Sacramento.

Where We Live - We're conveniently situated near San Francisco, Lake Tahoe, Napa Valley, the Sierra Nevada mountains and foothills, California coastline, and various wine regions. You can enjoy the variety of activities, such as fishing, boating, art, theater, and a hometown family environment or take a two-hour drive in any direction to enjoy camping, skiing, and other resort activities.

Our Culture - Our culture is surrounded by our Core Values of Service, Performance, Integrity, Responsibility, Innovation, and Teamwork. We value our employees and recognize our people are our most important asset. Efforts deployed by our Yolo Encourages Success Team is a great example of the employee-centric strategies we use to nurture a talented workforce.



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 division is responsible for disbursements, general ledger, financial reporting, district accounting, tax accounting, cost accounting and budgetary compliance.

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

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

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

Treasury & 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.

To learn more about the department, please view the [organization chart](#).

DEPARTMENT GOALS

2022-2023

- ⇒ Enhance Financial Sustainability
- ⇒ Strengthen Accountability & Oversight
- ⇒ Achieve Optimum Revenue Collection
- ⇒ Develop System Capabilities
- ⇒ Maintain High Level of Customer Service

THE POSITION

The Chief Budget Official is an At-Will managerial position that reports to the Chief Financial Officer or Assistant Chief Financial Officer. Under general direction, the position 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 related to 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.



THE IDEAL CANDIDATE

The ideal candidate will be a dynamic and innovative financial professional with several years of experience developing and managing budgets at the city or county level; have a solid understanding of public sector budget practices and local government funding and operations; and be an enthusiastic advocate for long-range planning and financial sustainability with experience developing financial forecasts and projections. He or she will be a hands-on leader with a collaborative approach to problem-solving and the means to establish trust and confidence with County leadership, department heads and fiscal staff; possess strong political acumen with the ability to communicate complex and technical information to a variety of audiences clearly and concisely; and a desire to support organizational needs while ensuring the long-term fiscal health of the County. Finally, the ideal candidate will meet the minimum qualifications outlined below.



EXPERIENCE

Five (5) years of fiscal, budget or professional accounting experience, including at least two years of supervisory experience.

EDUCATION

Bachelor's Degree from an accredited college or university with major work in accounting, finance, economics, business administration, public administration or closely related field. A Master's Degree is preferred

LICENSE

Certification or Some positions in this classification may require incumbents to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. Individuals who do not meet this requirement due to a physical or mental disability may request a reasonable accommodation.

To view the full job description, please click [here](#).

COMPETITIVE COMPENSATION & BENEFITS PACKAGE

The current annual salary is \$116,928 - \$142,123

Relocation Assistance

Negotiable if the selected candidate is not from Yolo County area

Retirement Plan

2.5% @ 55 for classic PERS members;
2% @ 62 for new PERS members

The County participates in a Social Security and Medicare programs

Vacation and Other Leave

Vacation: Based on years of service beginning at 80 hours per year; hours increase after 5 years of service.

Sick Leave: 8 hours per month

Administrative Leave: 40 hours per year

Floating Holidays: 44 hours per year

Holidays: 10 holidays per year

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

Health Benefits

Employees currently receive a monthly benefit package of \$1800 to purchase health, dental, and vision insurance; remaining monthly balance up to \$1250 is paid to the employee as taxable earnings. The County requires all employees to enroll in both the dental and vision plan.

Deferred Compensation

The County provides a \$350 match each calendar year; and a \$450 match after 10 years of service

Life Insurance

The County provides a \$25,000 life insurance policy

Employee Assistance Program

Confidential counseling program with up to 6 visits per incident each fiscal year

For more information please visit our website at:

www.yolocounty.org/humanresources

or call Human Resources at (530) 666-8055

HOWTOAPPLY

To apply for this exciting career opportunity, please email a detailed resume and letter of interest to Vanessa.Lee@yolocounty.org no later than **Monday, September 12, 2022**.

***Letters of interest should highlight** your experience in developing and managing public sector budgets, unique skills and qualifications, and why you are interested in the Yolo County Chief Budget Official position.

***In-person interviews** are anticipated to take place the week of October 3rd in Woodland, CA.

Questions:

Should you have any questions about this position, please contact:

Tom Haynes, Assistant Chief Financial Officer

Tom.Haynes@yolocounty.org



The County of Yolo is an Equal Opportunity and ADA Compliant Employer