



San Benito County Assistant County Administrator

Located in California's Central Coast region, 130 miles south of San Francisco, San Benito County (pop. 56,072) maintains a rural feel while offering a strong sense of community and historic charm in the County's two incorporated cities and three unincorporated towns. The County encompasses almost 1,400 square miles and was formed from parts of Monterey County in 1874.

Agriculture is San Benito County's largest industry with fertile valley soil supporting some of the most productive farmland in the state. Cool ocean air regulates the County's temperature resulting in warm summers and mild winters perfect for enjoying the many outdoor pursuits available in the area.

San Benito County offers visitors and residents a wide array of "hidden" treasures. In February of 2013, the majestic mountains of Pinnacles National Monument were officially designated at the 59th National Park in the U.S. The County's emerging wine country offers highly acclaimed and award-winning wines set among the scenic landscape of the area. Home to mission San Juan Bautista, the County also offers the enjoyment of an array of outdoor recreational activities, agritourism, public library, museums, art festivals and galleries. The ideal proximity situated between the Silicon Valley and Monterey Bay provides easy access to the numerous amenities of the big city, while still offering an idyllic and scenic setting with affordable housing and a quality lifestyle.

SAN BENITO COUNTY

481 4th Street
Hollister, CA 95023

Phone: 831-636-4000
Fax: 831-636-4010
Website: www.cosb.us



The Assistant County Administrative Officer (ACAO) is a Department Head position reporting to the County Administrative Officer (CAO) and assists in all areas of governmental administration including policy, plans, procedures, organizational and operational matters, financial matters, information technology oversight, human resources and legislative matters, and the County's budget. The ACAO may also assume interim executive management of Departments, as needed or assigned.

This is an exempt, at-will position and may be removed at any time, with or without cause, and without the right of appeal.

MINIMUM QUALIFICATIONS

Education/Experience: A Bachelor's Degree or equivalent advanced education that would provide the required knowledge & ability needed for success in this position and with five years of experience in which the person has demonstrated successfully the knowledge and skills necessary to develop, evaluate, and administer varied types of governmental and/or information technology programs requiring large expenditures of funds and staff resources.

License: Ability to possess and maintain a valid California driver's license, Class C, 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.

Knowledge of: quality management principles and applications; strategic planning, forecasting, cost benefits analysis, and development or utilization of various methods of financing; legislative process and the sequence of events needed to insure successful legislative outcomes; organizational analyses techniques required to assess organizational structure, information systems, and staff resources; effective human resource management practices including techniques of selecting, assigning, supervising, training, developing and evaluating multidisciplinary professional and administrative staff; principles and practices of risk management; information technology systems and current trends; current principles and practices of public administration; Federal, State, and County laws and regulations applicable to the delivery of public services.

Ability to: apply quality principles, leadership, motivation, teambuilding and conflict resolution; plan, design, develop, implement, operate, oversee, and maintain County administrative, operational, financial, information technology, human resources, and diversified multi-disciplinary programs; exercise leadership responsibility, initiative, ingenuity, independent analysis and judgment in solving highly specialized technical, administrative, financial human resources, and managerial problems; analyze contracts and formulate procedures governing the awarding of contracts; establish and maintain effective working relationships with administrative and technical staff, consumers, and the community; build technology awareness and understanding at all levels of the County; determine the need and priority of information technology programs; recommend allocation of resources and participate in short and long range budget planning and preparation; understand, create, interpret and apply complex regulations, guidelines and labor laws, County provisions and Memoranda of Understanding; effectively direct the assembly and organization of reports containing alternative solutions and recommendations regarding plans, policies and programs; speak effectively before groups and organizations for the purpose of conveying important issues in understandable terminology, and make written and oral presentations.

THE IDEAL CANDIDATE

Our ideal candidate is a seasoned professional who will have excellent interpersonal abilities, versatile communication skills, convey self-confidence, take initiative, value personal and fiscal integrity and consistently demonstrate good judgment. Our candidate will have the ability to work as a team with the County Administrative Officer, department heads (both elected and appointed), subordinate staff, the Board of Supervisors, and the public. He/she will have a wide understand of County functions including, but not limited to, social and human service agencies, law enforcement, and fiscal and human resources functions. He / she will have a customer service focus, passion for serving our client base and respect cultural and economic differences.

COMPENSATION BENEFITS

Salary range:

\$143,686 - \$190,747 per year depending upon qualifications

Retirement:

Current members of CalPERS or a retirement system with reciprocity to PERS will participate in the formula of 2% @ 55. New members as defined by PEPRA are subject to the legislation effective January 1, 2013.

Medical/Health:

Comprehensive medical, dental and vision plans available with generous County contributions for employees and their dependents

Vacation/Administrative Leave:

Accrual rate based on years of service moving from 2 weeks/year to 4 weeks per year. Eighty (80) hours of Administrative Leave awarded each calendar year.

Life Insurance/AD&D:

County provides a \$20,000 policy; two voluntary plans including AD&D are available to employees.

Deferred Compensation:

County offers three voluntary 457 plans.

Holidays:

13 ½ Paid holidays (includes 3 floating holidays)

Employee Assistance Program:

Up to six counseling sessions per calendar year are allowed per family.

For additional information regarding the benefits offered by San Benito County, please visit the County's website at <http://www.cosb.us/>



HOW TO APPLY

Based on the information provided in the application documents, the best qualified applicants will be invited for further examination. All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the selection process.

Candidates will be expected to submit an application package that must include the following:

- Compelling cover letter (not exceeding two pages) that succinctly addresses professional experience and qualifications needed to perform in this executive capacity as outlined in this brochure;
- Comprehensive resume;
- Reference list to include professional references including all contact information. Suggested reference list should consist of immediate supervisor in last three positions, names of two direct reports, and three other references (appropriate professionals) from current or former organizations
- Responses to the supplemental questions

Forward completed application packets to:
County of San Benito
c/o Elvia Barocio
481 4th Street
Hollister, CA 95023
Or via e-mail to elbarocio@cosb.us

This recruitment closes on February 1, 2019. Applications will be reviewed weekly. On-site interviews will be scheduled on an ad-hoc basis.

References will not be contacted until mutual interest has been established. This position, as well as all other County positions required that the selected candidate complete a Disaster Service Oath in conformance with Government Code 3000.

If you have questions or would like to discuss the opportunity further, please contact Elvia Barocio, at 831-636-4000 ext. 14 or contact elbarocio@cosb.us. Confidential inquiries are encouraged and welcomed.

SUPPLEMENTAL QUESTIONS

The following questions will be used to help determine the candidate's qualifications for this position. Be sure to answer all questions thoroughly and completely and in 400 words or less (each question).

1. The Assistant County Administrator is a liaison to other governmental agencies and must build a positive working relationship. Occasionally, the incumbent represents the County on complex or controversial issues. Briefly provide an overview of your intergovernmental work experience and describe one controversial issue that represents the breath of that experience.
2. One of the key responsibilities of this position is to monitor and evaluate the implementation of County policies and programs designed to increase operational performance and efficiency. Briefly describe your experience in the implementation of agency-wide organizational policies and programs. Please include your specific role, the analysis, the implementation, and the return-on-investment.
3. Describe your experience in developing and overseeing departments/organization units with different funding sources and competing interests. Please include your experience in working with "have" and "have not" departments and how you have been able to ensure sufficient staffing levels and resources to accomplish the Agency's mission.
4. Please describe any experience you have with respect to administering or overseeing the collective bargaining process or human resources administration in a public sector agency in California. Be specific as to the size and breadth of the organization, your level in the organization, and your involvement.

