

County of Imperial is recruiting:



COUNTY OF IMPERIAL, CALIFORNIA

County Counsel

THE COMMUNITY

Imperial County is located in the Imperial Valley, bordering both Arizona and Mexico. The County is home to approximately 180,000 residents who live and work within its seven cities (Brawley, Calexico, Calipatria, El Centro, Holtville, Imperial, and Westmorland) and eight unincorporated communities (Bombay Beach, Heber, Niland, Ocotillo, Palo Verde, Salton City, Seeley, and Winterhaven). The County seat is the city of El Centro. This vast terrain varies from 235 feet below sea level at the Salton Sea to 4,548 feet above sea level at Blue Angel Peak. Established in 1907, it was the last county to be established in California. Although this region is a desert, with high temperatures and low average rainfall of three inches (seventy-five mm) per year, the economy is heavily based on agriculture due to irrigation supplied wholly from the Colorado River via the All-American Canal.

The Imperial Valley has a variety of attractions for visitors and residents. Yuma is located on the banks of the Colorado River. NAF El Centro is the winter home of the U.S. Navy Flight Demonstration Squadron, the Blue Angels. Imperial Valley Expo & Fairgrounds is home to the California Mid-Winter Fair and Fiesta which is the local county fair, held in late February to early March and known throughout North America. It is also home to the Imperial Valley Speedway.

Recreational opportunities are abundant in the area with water sports at the Colorado River; hunting, camping, and off-road activities in the rugged mountains and desert sand dunes. The Anza-Borrego Desert State Park, California's largest state park, the Salton Sea State Recreation Area, Algodones Sand Dunes, Fossil Canyon, Painted Gorge, and Salvation Mountain are just a few of the unique parks in the region. The border city of Mexicali, Baja California, Mexico offers big city amenities like museums, a zoo, a sports convention center, several restaurants, and an international airport. Visitors cross by foot or car from Calexico in the United States every day.

Frank M. Wright Middle School, located in Imperial, was designated a California Distinguished School in 2019 by the California Department of Education (CDE). In Calexico, Enrique Camarena Junior High was among 16 middle schools recognized statewide by CDE as a "School to Watch." Opportunities to attend college are available through Imperial Valley College, San Diego State University-Imperial Valley and the University of Phoenix.



ABOUT THE COUNTY OF IMPERIAL

The County of Imperial County Counsel's office has a 2019-2020 total budget of \$2,619,200 and employs approximately 17 staff members, who work to serve the Board of Supervisors in providing professional legal services and opinions. The County is divided in five supervisorial districts. Each district elects a member to the Board of Supervisors for a term of four years.

To learn more about the Imperial County, please visit www.co.imperial.ca.us





THE POSITION

Under the direction of the Board of Supervisors, plan, organize, coordinate and control the operations, activities and functions of the County Counsel's office; direct and participate in providing professional legal services and opinions to the Board of Supervisors, County administrators and various commissions, boards and agencies; supervise and evaluate the performance of assigned personnel.

- Principles and practices regarding the practice of law in the State of California.
- Laws such as County ordinances, State and federal statutes, State and federal constitutions and rules of court.
- County organization, operations, policies and objectives. Record-keeping techniques. Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Public speaking techniques.
- Analytical and research skills.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of administration, supervision and training.
- Civil, constitutional and contract law.
- Administrative agency law.

IDEAL CANDIDATE

The ideal candidate will be a leader who values collaboration, a strong leader capable of communicating a vision, gaining buy-in from staff, and ensuring execution of key goals and initiatives.

The ideal candidate will have proven experience and be a team player and team builder. The successful candidate will be approachable, honest, and have integrity emanating a positive presence. Creative thinking will be a necessary trait in this role. Superior communication skills are required. The ideal candidate will also practice active listening, display an openness to suggestions, have excellent writing skills and exhibit confidence while speaking.

REPRESENTATIVE DUTIES

- Plan, organize, coordinate and control the activities, services and operations of the department; allocate personnel and resources to optimize departmental efficiency and effectiveness.
- Provide technical legal advice to the Board of Supervisors; attend Board meetings and provide legal opinions concerning County operations and programs, civil actions, claims against the County and current or pending legal actions.
- Plan, develop and implement legal defenses and strategies; assign complex and controversial cases to legal staff.

- Provide technical expertise to legal staff; train and direct personnel in civil and administrative proceedings; establish priorities and coordinate workloads.
- Represent the interests of the County in civil litigation, trial and appellate courts.
- Analyze, interpret and apply statutory and common law, ordinances and other legal authorities; conduct complex legal research and draft contracts, ordinances and other legal instruments.
- Supervise and evaluate the performance of assigned personnel; select, train, discipline and promote personnel as appropriate.
- Prepare and deliver oral and written legal opinions, reports, defenses and related documents; make presentations to County boards, commissions and administrative bodies.
- Communicate with local, State and federal offices and agencies to exchange information, research issues and obtain or provide legal opinions.
- Prepare, develop, monitor and control the departmental budget; approve and authorize expenditures within budgetary limitations and established County policy.
- Direct the preparation and maintenance of comprehensive records and files related to legal issues and proceedings.
- Prepare, submit and distribute statistical, financial and narrative reports.
- Attend and conduct a variety of meetings; maintain appropriate professional affiliations.

MINIMUM QUALIFICATIONS

Bachelor's degree and graduation from an accredited school of law and five years of broad and varied legal experience including civil, trial and appellate experience. Valid California driver's license; license by the State Bar to practice law in the State of California.

SALARY AND BENEFITS

The yearly salary for County Counsel is: **\$183,641**

The County of Imperial offers an excellent benefit package that includes:

- Retirement Plan – The 37 Act
- Voluntary Deferred Comp 457 Plan
- Health Insurance
- Dental & Vision Insurance
- Health Reimbursement Account (HRA)
- Life Insurance
- Holidays
- Sick Leave
- Sick Leave Buy-Back
- Vacation
- Vacation Buy-Back
- Administrative Leave
- Car Allowance
- Tuition Reimbursement

APPLICATION PROCESS AND SCHEDULE

The final filing date for this position is Friday, September 13, 2019. To be considered for this exceptional career opportunity, you will need to submit an Imperial County employment application, a cover letter and resume. Resumes should reflect years and months of employment and positions held. You can access the Imperial County application forms at <https://www.co.imperial.ca.us/human-resources/index.asp?fileinc=jobapp>. Complete and print the forms, and submit all materials to:

**County of Imperial
Human Resources
940 W. Main Street, #101
El Centro, CA 92243
(442) 265-1148**

