



THE COUNTY OF SHASTA
<http://agency.governmentjobs.com/shasta>
INVITES APPLICATIONS FOR

COUNTY EXECUTIVE OFFICER

\$14, 219 - \$18,149 APPROXIMATE MONTHLY / \$82.04 - \$104.71 APPROXIMATE HOURLY

THE CURRENT VACANCY IS IN THE COUNTY ADMINISTRATIVE OFFICE

ORAL EXAM IS TENTATIVELY SCHEDULED FOR SEPTEMBER 2019

SEE "SPECIAL REQUIREMENT" SECTION REGARDING POSSESSION
OF A VALID DRIVER'S LICENSE

RESPONSES TO SUPPLEMENTAL QUESTIONS REQUIRED

SKILLS OR EXPERIENCES LISTED UNDER QUALIFICATIONS AND THE IDEAL CANDIDATE
STATEMENT MAY ALSO BE USED TO SCREEN APPLICATIONS

FINAL FILING DATE: SEPTEMBER 6, 2019 AT 5:00 PM



ABOUT SHASTA COUNTY

Live, Work, and Play in Beautiful Shasta County

Located at the northern end of the Sacramento Valley, nestled between Mt. Shasta and Mt. Lassen, Shasta County covers over 3,800+ square miles of rivers, lakes, mountains, State Parks, and National Forests. Easily one of the most picturesque counties in all of California, Shasta County, population 180,000, has an economy based on agriculture, tourism, timber, medical services, and retail businesses. Shasta County has a wealth of resources in a business friendly atmosphere promoting thriving industries.

Shasta County offers all of the amenities of the big city while retaining a comfortable small town atmosphere. With its natural beauty, diversified culture, affordable housing, excellent educational system, abundance of recreational opportunities, and excellent quality of life, Shasta County is a great place to live, work, raise a family, and was named as one of the best places in the country to retire.



THE COUNTY OF SHASTA

The County of Shasta is a General Law County governed by a 5-member Board of Supervisors, each elected to staggered 4-year terms from geographic districts. The Board of Supervisors operates as both the legislative and executive authority of the county and oversees 23 County departments. Shasta County employs more than 1,900 full-time employees and for Fiscal Year 2019-20 the County budget is approximately \$ 500 million.

ABOUT THE POSITION

Under administrative direction, acts as the agent of the Board of Supervisors in County administrative and fiscal matters; assists the Board in the formulation of County policy and implements the administrative policies, procedures and programs adopted by the Board; provides for direct and indirect supervision of centralized County services as assigned by the Board of Supervisors; develops and oversees the annual County budget; and performs related duties as required.

EXAMPLES OF DUTIES

Formulates proposed policy for consideration by the Board of Supervisors and develops plans to implement policies and accomplish County goals established by the Board; directs the implementation of policies, procedures and programs as assigned by the Board of Supervisors; provides for the supervision of central administrative services, such as Personnel, Purchasing, Risk Management, Workers' Compensation, Office Services and Property Management, and recommends the centralization or decentralization of these and other administrative services to promote efficiency; directs and conducts surveys and studies of County management and governmental practices and recommends changes to the Board as deemed necessary to insure efficiency and economy in the administration of County government; attends meetings of the Board and advises the Board on matters of County policy and administrative practices and procedures.

Evaluates the managerial performance of appointed department heads except for the County Counsel, based on goals and objectives developed by the Board, As outlined in County policy, directly hires the Director of Support Services, the Chief Information Officer, the Director of Housing & Community Action Programs, and the Veterans Service Officer. As outlined in County policy, recommends to the Board of Supervisors the appointment of certain other department heads appointed by the Board of Supervisors.

Represents the Board in dealings with other governmental agencies, as directed by the Board; serves as public information officer for the County.

QUALIFICATIONS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

Knowledge of: Modern public administration and management; principles, practices and functions of County government; current social, political and economic trends as they relate to County government activities and services; principles and practices of government budgeting; administrative survey principles and techniques; principles of personnel management; modern office methods and procedures.

Ability to: Manage the central administrative functions of County government; advise the Board of Supervisors on the availability and desirability of all sources of County revenue; establish and maintain cooperative working relationships with elected and appointed County officials, other governmental entities as well as private organizations, subordinates, the media and the general public; plan, organize, direct and evaluate a program of administrative services for the County; analyze and recommend changes to resolve administrative and technical problems; interpret, explain and apply applicable laws, rules and regulations; prepare and present comprehensive reports and recommendations; speak effectively before groups having varied interests.

These standards are typically attained with graduation from an accredited college or university with major course work in public or business administration or a closely related field, AND extensive, progressively responsible employment experience in a management or administrative capacity involving responsibility

for planning, organizing, and executing a wide variety of programs having agency-wide impact.

IDEAL CANDIDATE

The Ideal Candidate will be an experienced executive with an unblemished record of integrity and ethics; recognized as a leader and innovator; have excellent interpersonal skills; and have broad experience working in demographically, geographically, and economically diverse communities; possess a proven track record of exemplary performance serving in an administrative/leadership capacity in a local government entity within California. He or she will have excellent communication skills and be capable of building collaborations and consensus amongst various stakeholders on issues and projects. A Master's Degree in Public Administration or a related field is preferred. This individual will be able to bring forward to the Board of Supervisors sensitive or problematic matters with facts and background information, offer potential options for dealing with these matters, and faithfully carry out the will of the Board in addressing all issues. The ideal candidate will be resilient and calm under pressure, demonstrate a good sense of humor, and embrace diversity in the workplace and community. Additionally, the ideal CEO will be able to quickly establish rapport with the Board and clarify the vision for future county services and operations, and enthusiastically convey this vision to county departments along with goals and expectations.

SPECIAL REQUIREMENTS

- Possession of an appropriate California driver license.

SUPPLEMENTAL QUESTIONS

Responses to the following must be submitted with a completed application.

1. Describe your management philosophy and style, and give an example of how your approach to management has helped you to be an effective leader.
2. Describe what you believe to be your most significant accomplishment as an administrator in a local governmental agency or other agency.
3. What is your experience overseeing large, complex budgets with multiple funding streams?
4. Provide an example of how you have gone about implementing a policy adopted by a Board, Council, or other policy making body.
5. What do you perceive to be a significant challenge facing county governments in California, and how would you work with the Shasta County Board of Supervisors and Staff in meeting this challenge?
6. Describe your experience supervising, coaching, and setting expectations for performance for managers and staff working in diverse fields.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds.

The work environment characteristics described here are representative of those an employee encounters while

performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

OTHER CONSIDERATIONS

- All new employees are required to have their paycheck directly deposited to a bank account.
- Some positions may require a valid California driver's license and acceptable driving record according to County policy.
- Reasonable accommodations may be made for those persons who are disabled under the Americans with Disabilities Act to perform the essential functions of the position.
- As part of the selection process, all individuals provided with a preliminary offer of employment with Shasta County will be subject to a background investigation, including a criminal history check (primarily completed through the taking of fingerprints). An image of your fingerprints will be captured and sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history, (if any), will be evaluated along with the other information received in connection with your application. Except as otherwise required by law, a criminal conviction will not necessarily disqualify you from the position. The nature of the offense, the date of the offense, the surrounding circumstances, and the relevance of the offense to the position applied for may, however, be considered.
- Based on the results of the background investigation and criminal history check, applicants may then be provided with an offer of employment conditioned on the results of a medical examination, which includes drug/alcohol testing.
- Shasta County participates in E-Verify. For more information click [here](#). If you do not have internet access, contact Personnel at (530) 225-5515 to request a flier.
- In accordance with Government Code Section 3100, County employees, in the event of a disaster are considered disaster workers and may be asked to respond accordingly.
- Employees in this classification are covered under the CalPERS retirement program. Depending on the provisions of the California Public Employees' Pension Reform Act (PEPRA) and other applicable laws, an employee in this classification will be covered under one of the following CalPERS retirement formulas: (1) 2% at 55, (2) 2% at 60, or (3) 2% at 62. An employee in this classification will also contribute up to 7.25% of his/her pay to this plan, or will contribute such other amount to the plan as authorized by PEPRA and other applicable laws. Please visit our employee benefit page for at [Employee Benefits](#) additional information regarding benefits and CalPERS coverage information. The provisions in this flyer and on the County's website are for information purposes only. To the extent the provisions of the flyer or the County's website are inconsistent with PEPRA and other applicable laws, PEPRA and other applicable laws shall govern.

APPLICATION & SELECTION PROCEDURES

Shasta County Personnel will accept applications and responses to the supplemental questions until 5:00 p.m., on September 6, 2019. A Resume and/or Cover Letter will be accepted in addition to the application form but will not serve as a substitute for a completed application. *It is not acceptable to complete the application with statements such as, "Refer to Resume and/or Cover Letter," or "See Attached Resume and/or Cover Letter" the employment application must be completed in its entirety prior to submission. Incomplete applications will not be processed.* Closing date postmarks or faxes will **NOT** be accepted. This recruitment will establish a list that may or may not be used by other departments. Prior applicants must reapply to be considered.

Applicants will be screened and those considered best qualified will be invited to appear for an oral and/or written examination. Meeting the announced requirements does not guarantee inclusion into the selection process. Depending upon the number of applications received, the selection process may consist of additional application screening, written and/or practical exam(s), oral interview, or any combination thereof.

Applicants are encouraged to apply on-line at [apply online](#) or submit an application to the Shasta County Personnel Office.

Arrangements may be made to accommodate applicants with disabilities. Requests for accommodations may be made to the Shasta County Personnel Office by the filing deadline posted on this bulletin. Shasta County does not discriminate on the basis of disability. If you feel you are being denied service based on a disability, our ADA Coordinator may be reached at (530) 225-5515; relay service (800) 735-2922; fax (530) 225-5345.

SHASTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Shasta County Personnel

1450 Court Street, Suite 348 - Redding, CA 96001; (530) 225-5515