



Executive Director

JOB SUMMARY:

The California Association of County Executives (CACE) serves as a collective resource for its members to assist one another in achieving the highest level of county excellence. The Executive Director reports to the President and the Executive Committee of CACE; and is responsible for the organization's achievement of its mission and overall objectives. Responsibilities include setting the strategic direction and goals, establishing broad organizational policies, developing and/or approving political strategies, representing CACE to the California State Association of Counties (CSAC), before the Governor's office, State Legislature, and other organizations.

DISTINGUISHING CHARACTERISTICS:

The Executive Director is the most senior staff position in CACE and is responsible for the overall administration and management of CACE. This position requires a high level of initiative, judgment, discretion, and the ability to make independent decisions in recommending, implementing, and managing the operations of CACE.

SUPERVISION EXERCISED:

This position supervises all CACE staff and contractors, either directly or through subordinate supervisors.

This position is an employee of California State Association of Counties (CSAC) and subject to the CSAC (and San Bernardino County Retirement System). Salary and Benefits are negotiable at the time of employment and commensurate with the position. This recruitment is for a Part-Time position.

Submit application packet via email to hr@mendocinocounty.org by September 11, 2019 at 11:59 PM PST.

EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:

- Directs the activities of the CACE to include overseeing the development and administration of policies, procedures, programs, goals and objectives and presents them to the Executive Committee.
- Provides professional coaching and executive development support to CEO/CAOs with an emphasis on people new to the positions. Connects new CEO/CAOs with CACE and their regional colleagues.
- Supports the organization of, and attends as available, the regional meetings of CEO/CAOs
- Interprets CACE policy to legislative and administration staff; personally advocates CACE interests to state and national legislative and administrative bodies.
- Works with staff and members of affiliates, such as CSAC, to ensure collective representation of rural, suburban, and urban county needs.
- Provides technical expertise internally, and in collaboration with affiliates, on a variety of critical areas of county operations and activities.
- Directs and participates in the development and management of the budget; including preparing and submitting financial program reports to the Executive Committee; and advising of financial status and program progress of CACE.
- Facilitates discussion groups of professionals.
- Represents CACE to the media, citizen groups, other associations, and the county caucus and CACE affiliates.
- Directs special projects associated with CACE activities.
- Maintain, update and expand content on CACE website.
- Maintain list serves for CEO/CAOs and Assistant/Deputy CEO/CAOs.
- Writes articles for association publications and initiates special written communications to the Board of Directors, officers, or general membership on issues of vital concern to county government.
- In consultation with CACE committee and/or Board, organizes agendas, identifies and contracts with speakers, coordinates schedules, and other key aspects and logistics of CACE meetings, conferences and workshops, attends and speaks at such meetings.

- Keeps members advised of association activities to enhance interest and support of membership.
- Researches, develops, prepares, and presents recommendations for improvement of various aspects of association functions and presents recommendations to the Executive Committee.
- Ability to perform independent travel on behalf of CACE.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree in public policy, public administration, public finance or related field and twelve (12) years of progressively responsible experience in county or local government administration; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Master's degree preferred.

Licenses and Certifications:

Valid Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES

Exemplifies and models in their past and current work the *Essential Competencies of Leadership for County Executives* as adopted by CACE. Advocates these competencies at every opportunity.

Knowledge of:

- Principles of executive leadership
- Management principles and practices including fiscal planning and control.
- Federal, state, and local government organizations and policies.
- County structure, operations and governance in California.
- Laws, policies, operations and functions of the major policy and program areas of concern to the association.
- Effective persuasion principles and practices.
- Administrative principles and methods, including goal setting, program development and implementation and employee supervision.
- Techniques for new idea development, risk assessment, growth management and innovation.

Skill in:

- Evaluating, developing, implementing and interpreting goals, objectives, policies, procedures, work standards and internal controls that support the association's mission, vision and values.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Basic software applications, including Word, Excel, and PowerPoint, along with electronic communications and website management.
- Preparing and administer the budgeting and fiscal control processes.
- Representing the association to legislative representatives, the Administration, government agencies, the media and the public.
- Advising the Executive Committee on a variety of policy and other issues.
- Exercising tact, discretion, and sound independent judgment.
- Preparing clear, concise and competent reports, correspondence and other written materials.
- Researching, compiling, interpreting and summarizing a variety of informational and statistical data and materials.
- The communication and interpersonal skills to provide effective leadership and to establish and maintain effective working relationships with members, CACE Board and Committees, CSAC management, county and various other association boards, affiliates, and the general public, and to sufficiently exchange or convey information.

Mental and Physical Abilities:

- Exercise, and independently apply, sound unbiased judgment.
- Evaluate and analyze complex issues accurately and take effective action.

- Gain cooperation through discussion and persuasion.
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Prepare clear, concise, and comprehensive reports, correspondence, and recommendations.
- Make effective presentations to and facilitate various CACE, state legislative and executive branch meetings, and other professional groups.
- Respond to stressful and sensitive situations in a professional and confidential manner.
- Collect, interpret and evaluate data and identify and evaluate variables.
- Formulate policies and plans, coordinate and initiate actions necessary to implement decisions.
- While performing the essential functions of this job, the incumbent is generally sitting or sedentary; incumbent is regularly required to use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; Incumbent may occasionally be required to walk or stand, and push, pull, move, or lift above and below the neck objects weighing up to 10 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations. Incumbent may be required to work weekends, special events, on-call or outside of normal work schedule.

Incumbents who drive on CACE business to carry out job-related duties must possess a valid California driver's license upon hire for the class of vehicle driven and meet automobile insurability requirements of CACE.