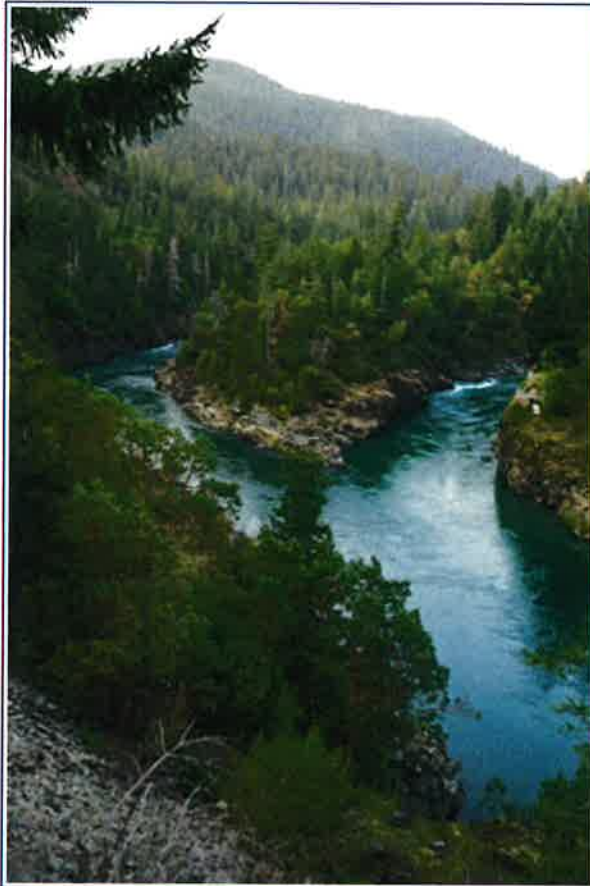




The COUNTY of  
DEL NORTE

Invites Applications for



*County  
Administrative  
Officer*

**Annual Salary:**

**\$108,404—\$152,535**

*Plus excellent benefit package*

**Filing Deadline:**

**March 4, 2021**



# THE COUNTY of DEL NORTE

*Join us at*

Del Norte County is a General Law County, established in 1857 when timber and fishing were the primary resources. Currently, governmental agencies such as Pelican Bay State Prison, State and Federal Parks, County of Del Norte, and the Del Norte County Unified School District are the major employers, along with tribal governments and healthcare.

Del Norte County is located in the northwest corner of California on a singularly beautiful portion of California's North Coast in the heart of the Redwood Forest. The Smith and Klamath Rivers, two of the best salmon and steelhead fishing streams on the Pacific Coast, flow into the ocean within the county's boundaries.

The climate is mild throughout the year, with winter daytime temperatures averaging 40-50 degrees, and in the summer 60-70 degrees; average rainfall is approximately 80 inches. Warmer weather is available within 10 miles of the shoreline along the scenic Smith River. Crescent City is situated on the coast 20 minutes south of the Oregon border and is the county seat. The population of the county is approximately 28,000.



## **County Administration**

The County Administration and Human Resources Department has a staff of 13 full-time employees providing overall administrative activities of the County, and encompasses the Office of Emergency Services, Human Resources Department, the Recreation Department, and Grants and Housing Rehabilitation. The County Administrative Officer is an Executive Management position appointed by the Board of Supervisors. Under administrative direction of the Board of Supervisors this position is responsible for organizing, supervising, and directing the operations of county administration and human resources within state and federal laws and regulations. The County Administrative Officer serves at the pleasure of 3/5ths of the Board of Supervisors.

## **Ideal Candidate**

Del Norte County is seeking a dynamic professional who can lead County Administration and improve the services it provides for the community. The "Results Based Accountability" model of delivering and assessing services will be the primary tool by which the new County Administrative Officer will be evaluated. In addition, the successful candidate should have excellent team building skills and be adept at forging and strengthening partnerships with all other community development agencies in the community.

# *the Redwood Gate to the Golden State*

## **Essential Functions**

- Direct and participate in the development of goals, objectives, and policies for overall County operations and specific County programs and services.
- Direct and oversee the preparation of the County budget; review and monitor departmental expenditure requests and available revenues and recommends a final budget to the Board of Supervisors.
- Conduct cost/benefit analyses of proposed projects, review and analyze matters presented on Board agendas, and prepare recommendations regarding Board action.
- Advise the Board on a wide range of matters including but not limited to administrative practices, impact of Federal and State legislation and the organization of programs and services; suggest positions and actions.
- Serve as the County Personnel Officer; recommend policies, programs and procedures; meet with employee representatives and advise departmental management on employee relations; responsible for meet and confer sessions and negotiations with all bargaining units.
- Serve as County Purchasing Agent, supervise the development and implementation of purchasing activities and approve methodology of all fixed asset purchases.
- Negotiate and administer County Public Defender contracts, prepare cost analyses relative to County Memorandums of Understanding for the purpose of negotiations.
- Respond to inquiries and provide information regarding County operations; attend meetings and conferences as the designated representative of the Board; serve as Public Information Officer and Director of Emergency Services.
- Participate in capital project planning, development of project funding alternatives and project management.
- Serve as the Director of Grants and Housing Rehabilitation, and Director of the Recreation Department.
- Supervises the Clerk of the Board of Supervisors and Administration staff.

## **Qualifications**

- College course work equivalent to a Bachelor's degree from an accredited college or university with major work in public/business administration or closely related field.
- Five years of increasingly responsible experience performing complex budgetary, financial, policy and organizational analysis duties for a county or other large governmental agency, including experience working directly with an elected board or council and experience as a lead worker or supervisor of professional or management staff, or a combination of education and experience.
- Knowledge or research methodologies applicable to the analysis of finances, programs, and policies.
- Ability to plan, organize and coordinate the work of the Administrative Office Staff.
- Ability to interpret and apply laws, rules, codes and regulations as they apply to County Administration.



# Where the Redwoods Meet the Sea

## BENEFIT PACKAGE

### **ANNUAL SALARY**

**\$108,404–\$152,535**

The County of Del Norte provides an excellent benefit package including:

- **Paid Annual Leave:** Vacation - 15 days (1-3 years); 20 days (4-10 years); additional increases at 15 and 20 years. Sick Leave - 12 days per year. Holidays - 13 each year. Floating Holidays - 3 each year.
- **Retirement:** 2% @ 55 CalPERS. County pays 4% of the employee's contribution which is equal to approximately 7% of gross salary.
- **Group Insurance:** County offers group health, dental and life insurance with dependent health and dental care benefits available at group rates.
- **Voluntary Deferred Compensation Plan:** Employees may elect to have a percentage of their salary deferred for pre-tax investment.

**NOTE:** The information listed above is a general summary of the benefits for this position. This information is not legally binding, nor does it serve as an employment contract.

## SELECTION PROCESS

- Interested candidates must complete and submit a standard County application and Supplemental Questionnaire.
- A current resume and letter of interest must be included with the application packet.
- All applications will be reviewed and individuals with backgrounds and qualifications most closely relating to the needs of the County will be selected for further review.
- Expenses incurred in connection with the application and interview shall be the burden of the applicant.

## TO APPLY

If you are interested in this exciting opportunity, please download an application package online at:

[www.co.del-norte.ca.us](http://www.co.del-norte.ca.us)

or call (707) 464-7213 for application materials.

