



ASSISTANT COUNTY EXECUTIVE OFFICER

County of Shasta, California

Salary: \$146,712 - \$187,260 Annually

Filing Deadline: March 08, 2021

Shasta County Mission Statement:

Shasta County meets the needs of our community through collaborative services provided with courteous, efficient professionalism while ensuring public trust.

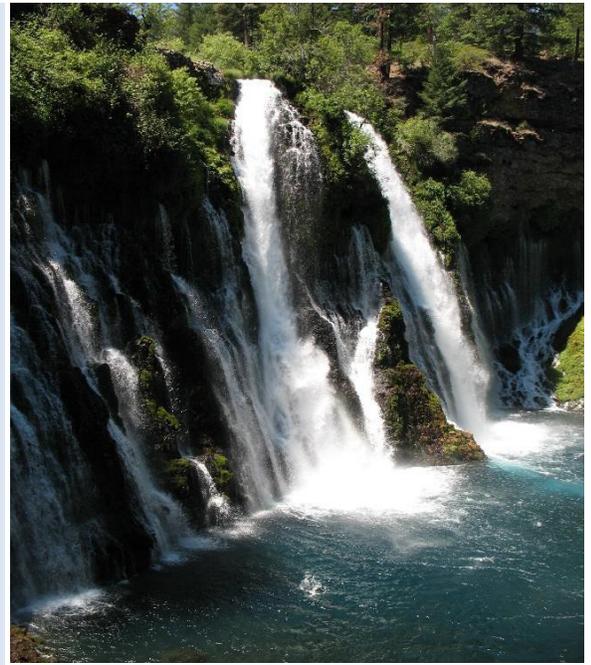


THE COUNTY

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, tourism, timber, medical services, agriculture 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.



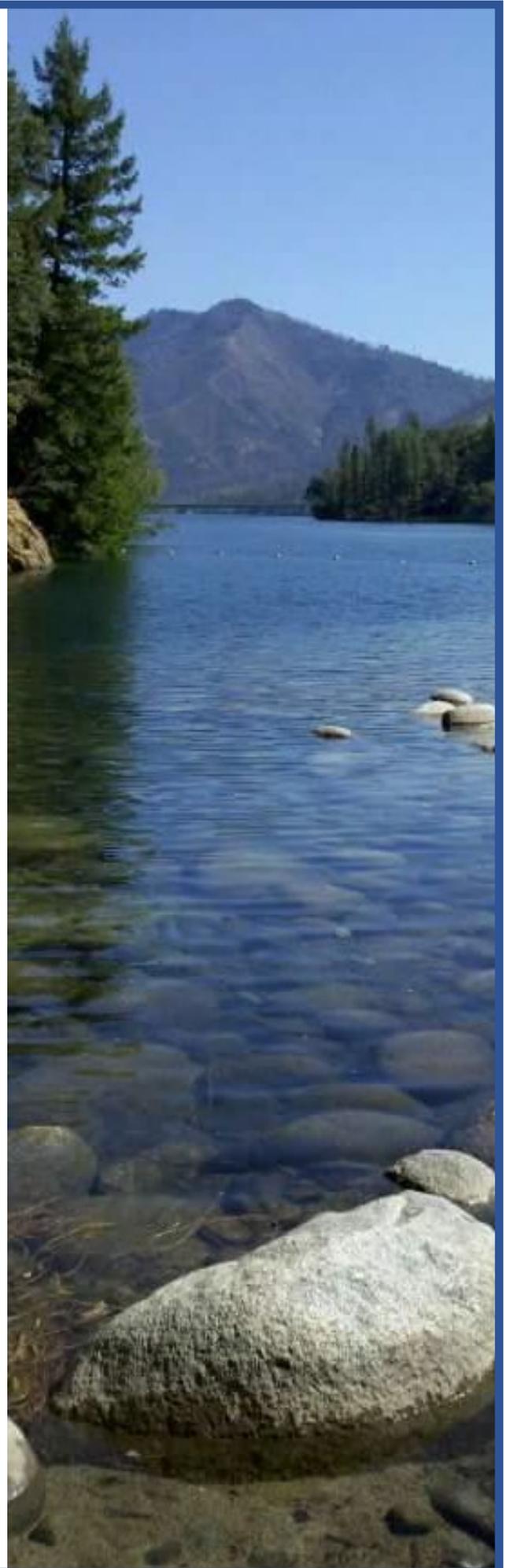
THE ORGANIZATION



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 approximately 2,100 full-time employees and the Fiscal Year 2020-21 Adopted County budget is approximately \$570 million.

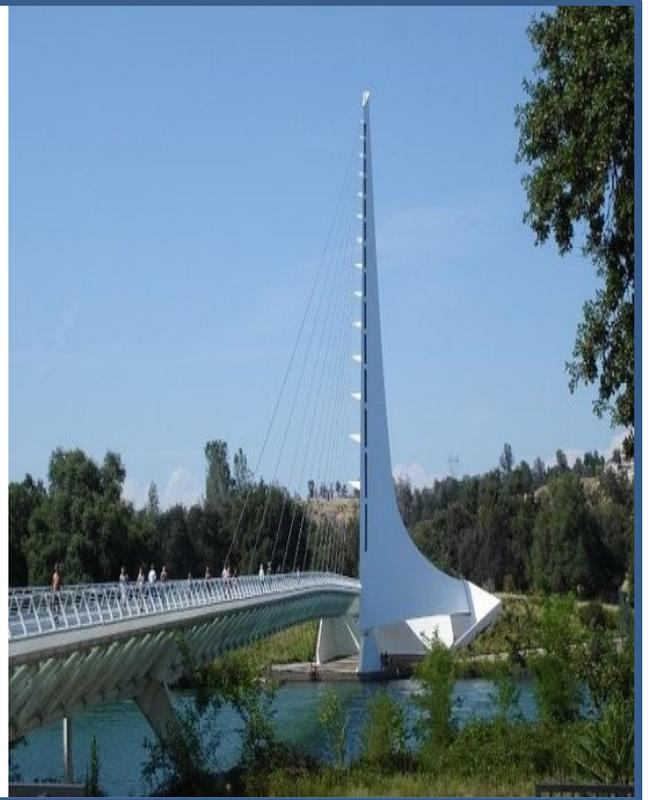
The Position

The Assistant County Executive Officer is an “at-will” executive level management classification that reports to the County Executive Officer (CEO). This position will assist the CEO in accomplishing countywide strategic planning, alignment and regional partnerships to achieve the Board and Public Safety goals. This position will also assist in strategic financial planning, to further resiliency, leveraging resources locally and ensuring existing allocations further CEO, Board and department goals. This classification is responsible for all duties associated with serving as the County’s Budget Director. The 2020-2021 Adopted Budget includes approximately \$570,000,000 in appropriations, including funding for 2,100 positions. Incumbents lead executive and senior managers and model behaviors that exemplify customer service; provide effective and ethical leadership; creatively and strategically plan, develop and implement programs to achieve results; are accountable for strategy and goal formation consistent with the County’s mission; build rapport, foster relationships, and promote involvement with diverse stakeholders; and efficiently use public resources. Incumbents are results oriented and committed to public service. The work requires forward thinking, initiative, good judgment, discretion, and ability to make independent decisions within established policies and procedures set forth by the Board of Supervisors, CEO, and federal, state and local, laws, ordinances, and regulations. Incumbents participate in high level decision making regarding proposed policies, procedures, and legislation and must demonstrate a high level of integrity and discretion.



The Ideal Candidate

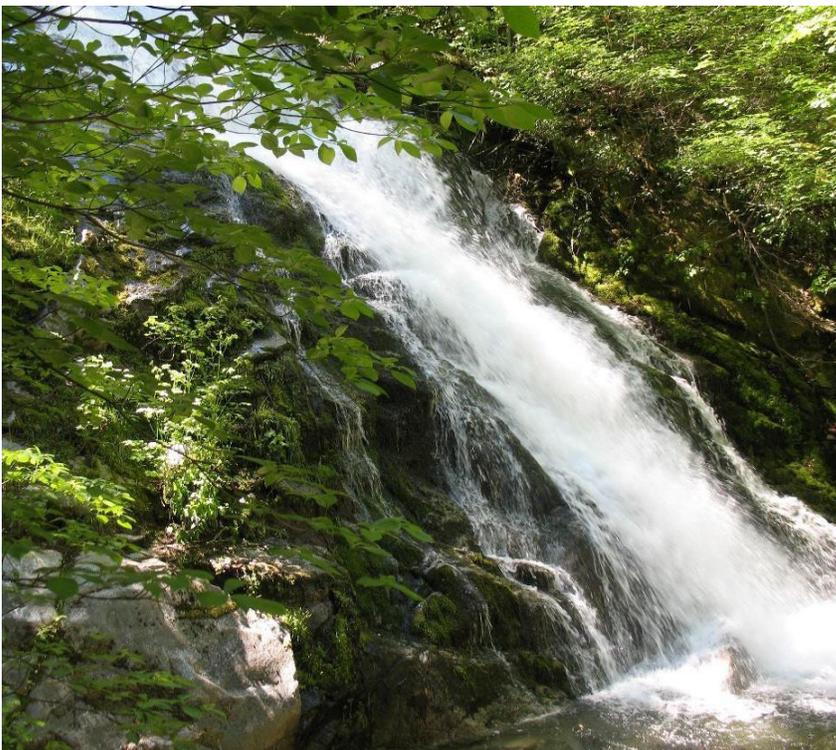
The ideal candidate for Assistant CEO will possess a Master's degree in public administration or a related field. In addition, the ideal candidate will have four years of broad and extensive, progressively responsible work experience in executive management or administrative capacity which involved leadership and responsibility over governmental budget preparation and leadership from an agency wide perspective, including two years of experience in a public agency. Current or prior Assistant County Executive Officers, Deputy County Executive Officers, and Public Officials are strongly encouraged to apply. Candidates with strong political acumen, and proven experience partnering with other government agencies are also encouraged to apply.



SALARY & BENEFITS

- **Salary:** \$146,712 - \$187,260 annually.
- **Holidays:** 12 days per year.
- **Vacation:** 10 days 0-3 years; 15 days 4-9 years; 17 days 10-15 years; 20 days 16 years and thereafter.
- **Vacation Accrual:** If stipulated criteria are met, may utilize years of continuous service with a county or public entity that the employee earned prior to regular full-time employment with the County of Shasta.
- **Vacation Availability:** If stipulated criteria is met, an amount of vacation time may be immediately available for use at the time of hire that is equal to the “equivalent days per year” based upon the employee’s years of continuous service with a county or public entity that the employee earned prior to regular full-time employment with the County of Shasta.
- **Sick Leave:** 12 days per year. Partial Sick Leave pay-out and conversion to service credit at retirement.
- **Sick Leave Availability:** If stipulated criteria are met, may receive up to five (5) days of sick leave to be available for use immediately upon the date of hire.

- **Retirement:** CalPERS, coordinated with Social Security.
- **Insurance:** Medical, Dental, and Vision insurance, with the County paying all or a portion of premiums depending on plan and number of dependents selected for coverage.
- **Life Insurance and Long-Term Disability:** Fully-paid group life and accidental death and dismemberment policy and long-term disability.
- **Administrative Leave:** 80 hours of Administrative Leave per year with provision of leave buy out.
- **Cell Phone Allowance:** \$120 per month.
- **Expense Allowance:** \$50.00 per pay period for reimbursement of business expenses.
- **Relocation Assistance:** If relocation is necessary, reimbursement of expenses may be available.
- **Employee Assistance Program:** Full access to County paid services.



APPLICATION PROCEDURES

Schedule

Filing Deadline	March 08, 2021
Interviews	March 22, 2021
Finalization	April 05, 2021

Please plan accordingly.

A completed Shasta County application form and responses to the included supplemental questions must be received by the Shasta County Personnel office by 12:00 p.m., March 08, 2021. Incomplete applications will not be processed. It is not acceptable to complete the application with statements like “See/Refer to Resume” or “See Attached”. Closing date postmarks or faxes will not be accepted. **All applications will be handled confidentially to the extent authorized by law.**

APPLY HERE:

<https://www.governmentjobs.com/careers/shasta>

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